



North Essex Parking Partnership

Joint Working Committee On-Street Parking

Council Chamber, Uttlesford District
Council Offices, Saffron Walden, CB1 1
4ER

16 October 2014 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 16 October 2014 at 1.00 pm

Council Chamber, Uttlesford District Council Offices, Saffron Walden

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Anthony Durcan (Harlow)
Nick Barlow (Colchester)
Rodney Bass (ECC)
Robert Mitchell (Braintree)
Nick Turner (Tendring)
Gary Waller (Epping Forest)

Non Executive Members:-

Eddie Johnson (ECC)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Joe McGill (Harlow)
Paul Partridge (Braintree)
Liz Burr (ECC)
Andrew Taylor (Uttlesford)
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 Councillor Nick Barlow (Colchester) has sent his apologies and will be substituted by Councillor Martin Hunt		
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 26 June meeting 2014.		1-6
6 NEPP Annual Return To note the publication of the audited Annual Return for 2013/14.	Steve Heath	7-9
7 NEPP On-Street financial update To note the financial position and to confirm the future level of fees, charges and permit prices.	Richard Walker	10-21
8 NEPP – On-street Account - Budget 2015/16 To note the issues faced by the NEPP in the coming financial year and indicate any factors to be included the budget for the financial year 2015/16.	Matthew Young	22
9 Draft NEPP Annual Report To consider and comment on the Draft NEPP Annual Report.	Richard Walker	23-46

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|-----------|--|------------------------|--------------|
| 10 | Operational Report
To consider and note the Operational Report for On-Street Parking. | Lou Belgrove | 47-51 |
| 11 | TRO Update and Schemes for Approval
To note the progress of the schemes that NEPP officers have been working on in 2014. | Trevor Degville | 52-72 |
| 12 | Forward Plan
To note the 2014-15 Forward Plan. | Jonathan Baker | 73-74 |
| 13 | Urgent items
To announce any items not on the agenda which the Chairman has agreed to consider. | | |

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

**26 June 2014 at 1.00pm
Grand Jury Room, Town Hall, Colchester**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Nick Barlow (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Nick Turner (Tendring District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: - Councillor Rodney Bass (Essex County Council)

Also Present: -

Lou Belgrove (Parking Partnership)
Jason Butcher (Parking Partnership)
Richard Clifford (Colchester Borough Council)
Trevor Degville (Parking Partnership)
Steve Heath (Colchester Borough Council)
Joe McGill (Harlow District Council)
Hayley McGrath (Colchester Borough Council)
Nikki Neapen (Tendring District Council)
Samir Pandya (Braintree District Council)
Jo Parlett (Colchester Borough Council)
Andrew Taylor (Uttlesford District Council)
Richard Walker (Parking Partnership)
Leah Whitwell (Braintree District Council/Colchester Borough Council)
Matthew Young (Colchester Borough Council)

Apologies:- Qasim Durrani (Epping Forest District Council)

1. Election of Chairman

Councillor Mitchell was elected Chairman of the Joint Committee for On-Street Parking for the 2014-15 municipal year.

2. Election of Deputy Chairman

Councillor Barker was elected Deputy Chairman of the Joint Committee for On- Street Parking for the 2014-15 municipal year.

Councillor Mitchell welcomed Councillor Nick Barlow to the Joint Committee and paid tribute to the work of Councillor Hunt.

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 of the Joint Committee for On Street Parking of 6 March 2014 be confirmed as a correct record.

Councillor Turner sought an update on the position on local enforcement. He felt this would help relations with the police locally. Richard Walker reported that the Parking Partnership was still committed to looking at the issue but had not been able to progress this issue since the last meeting of the Joint Committee.

Councillor Mitchell reported that he had written to Councillor Bass regarding the difference in the funding of TRO work between NEPP and SEPP. Whilst the initial response had been sympathetic, he had then declined to alter the existing arrangements. Councillor Mitchell had sent a personal invite to Councillor Bass to attend this meeting, but he had sent his apologies.

5. Statement of Accounts

Steve Heath, Treasurer to the Joint Committee, presented the draft accounts for 2013-14 and invited the Joint Committee to approve the pre-audit accounts for 2013/14 so that the Annual Return could be submitted for audit.

Clarification was sought on the figure of £9778 for petty cash in Appendix B of the report and why this was not included in the figure given for "Total cash and short term investments" in the draft Accounting Statement. The Joint Committee considered that this was a significant sum and should be accounted for. It was confirmed this was not the balance of cash in parking machines. Steve Heath confirmed that the draft Statement of Accounts could be amended to take account of this change.

RESOLVED that the draft accounts for 2013/14 be approved subject to the inclusion of £9778 of petty cash in the figure for "Total cash and short term investments" in the draft Accounting Statement, and the amended Annual Return be submitted for audit by the statutory deadline of 30 June 2014.

6. Annual Review of Risk Management

Hayley McGrath, Colchester Borough Council, presented the Annual Review of Risk Management. The Risk Management Strategy was reviewed on an annual basis. The review for 2014/15 had not highlighted the need for any significant amendments. The Risk Register had last been reviewed by the Joint Committee in January 2014, and had been subject to a fundamental review since then. Following on from that review, a revised risk register was submitted to the Joint Committee highlighting the strategic risks. The review had not highlighted any increases in risk. The highest ranking strategic risks identified were the impact of potential future financial challenges and the rate of response to business needs and demands.

In discussion the Joint Committee identified the following further risks which it considered needed to be added to the register, given the potential financial impact they could have on the work of the Parking Partnership:-

- The introduction of further legislation impacting on the work of the Parking Partnership;

- The interpretation by the public of statements by the government on parking issues, such as the recent government statements on the use of CCTV enforcement.

In respect of the Park Safe car, the Joint Committee considered there was not a significant financial risk, as the Parking Partnership did not own the car. However, in view of the government position on the use of such vehicles there was a risk that Capita could decide to withdraw from the market and this should also be included in the risk register.

RESOLVED that:-

- (a) The Risk Management Strategy for 2014/15 be endorsed.
- (b) The Strategic Risk Register be agreed subject to the inclusion of the following additional risks:-
 - The introduction of further legislation impacting on the work of the Parking Partnership.
 - The interpretation by the public of statements by the government on parking issues.
 - Withdrawal of Capita from the Park Safe Car market.

7. Annual Governance Statement

Hayley McGrath, Colchester Borough Council, presented the draft Annual Governance Statement for the NEPP. No significant governance issues had been raised during the year and governance arrangements for the Parking Partnership remained effective. It was explained that the internal audit had not been completed in time for its conclusions to be incorporated in this report. However, it would be reported at a later date and no significant issues had been identified in the audit. Arrangements would be put in place to ensure the sharing of audit reports with the client authorities in future. Of the two governance issues highlighted in the Governance Statement, the Parking Partnership Strategy was addressed by the report to this meeting of the Joint Committee and the reconciliations issue had been resolved.

RESOLVED that:-

- (a) The 2013/14 Annual Governance Statement for the North Essex Parking Partnership be noted and approved.
- (b) The positive completion of Section 2 (the Governance declaration) of the Annual Return for 2013/14 be agreed.
- (c) The actions highlighted in the statement be agreed to ensure that the service continues to provide an appropriate and effective service.

8. North Essex Parking Partnership On-Street Financial Position at Year-End 2013/14

Matthew Young, Colchester Borough Council, presented the 2013/14 year end financial position for the NEPP.

The Joint Committee was pleased to note the significant surplus of £152,000. However, it

sought clarification on why the financial forecasting processes had not been able to predict such a significant surplus. Richard Walker, Parking Partnership, reported that some expenditure had fallen across the year end and the performance of Civil Enforcement Officers had become more efficient. The Partnership had been conservative in its forecasting, and a better forecasting tool had now been developed.

In line with the policy agreed by the Joint Committee in January 2014, £50,000 would be retained to offset any deficits in future years. It was proposed that a further £50,000 be retained in a ring-fenced account to support the on-street function. The remaining £52,000 would be used to fund hardware and training to help support the on-street function. The Joint Committee supported these proposals and in particular highlighted the importance of training for CEOs to ensure the quality of the Penalty Charge Notices issued.

RESOLVED that:-

- (a) The 2013/14 year end position and forecast position for the NEPP on street account, as attached to the report, be noted.
- (b) The recommendations for the surplus set out in paragraphs 4.1 to 4.3 of the report be agreed.

9. North Essex Parking Partnership Development Plan

Richard Walker, Parking Partnership, presented a draft Development Plan for the North Essex Parking Partnership. The Development Plan was designed to cover the Partnership's next five years of operation. It set out the strategic direction for the Partnership and the main potential income streams. In particular, the Joint Committee was invited to consider the proposed permit prices set out in Appendix A of the Development Plan. The inclusion of such proposals within the Plan would promote transparency about the future plans of the Partnership.

In discussion the following points were made by the Joint Committee:-

- The table at page 17 of the draft report should be amended to clarify why figures for Harlow were not included;
- Little information was included about the impact of blue badges and on the other organisations that the Partnership undertook enforcement for. In response it was explained that the Plan was aimed at a more strategic level. However, the Partnership was working with Norfolk City Council who had empowered their Civil Enforcement Officers to inspect and, where appropriate, seize blue badges. The Joint Committee considered that the Partnership should develop a policy on blue badges and requested that a report should be submitted to the next meeting of the Joint Committee.
- There was an inconsistency in the numbers of Civil Enforcement Officers between pages 11 and 14 of the draft Plan.
- The information about the respective populations of the SEPP and NEPP at page 14 should be checked.

The Joint Committee indicated that it was content that the proposals on permit prices in Appendix A be included in the Development Plan.

RESOLVED that:-

- (a) The draft Development Plan be approved subject to amendments to take account of the points raised by the Joint Committee as reported above.
- (b) A report on blue badges be submitted to the next meeting of the Joint Committee.

10. North Essex Parking Partnership Operational Report

Lou Belgrove, Parking Partnership, introduced the Operational Report to members.

In respect of the performance figures, it was noted that was considerable variance from the figures for the previous year. For instance there had been a considerable drop in the numbers of PCNs issued in Braintree, but a large increase in Harlow. This could have been as a result of changing shift patterns and also the introduction of CEOs into new residential areas in Harlow. The progress in using e-mail for correspondence for informal challenges to PCNs was noted. A member of the Committee reported that he had used the system and it had worked well. Details of savings as a result of using e-mail for such correspondence should be reported to the Joint Committee in due course. MiPermit was in the process of being rolled out in Braintree and the pattern of use was very similar to that seen in Colchester.

RESOLVED that the North Essex Parking Partnership Operational Report be noted

11. Traffic Regulation Order Update

Trevor Degville, Parking Partnership, introduced the report and provided an update on the progress of the schemes that the Partnership had been working on in 2014. He explained that the consultation on the proposals in Harlow had now been completed and the Colchester review was now nearing completion.

RESOLVED that the report be noted.

12. Free of Charge Permits

Lou Belgrove, Parking Partnership, introduced a report addressing issues on free of charge permits issued by the Partnership.

The Joint Committee noted that the majority of such permits were issued to Colchester Borough Council, Colchester Borough Home and Essex County Council. It was proposed that an annual recharge would be applied within Colchester Borough Council in respect of their permits and agreement had been reached with Colchester Borough Homes for an annual administration charge of £20 per permit. Essex County Council would now administer their own permits for their staff. Some concern was expressed that the use of such permits could lead to a loss of income for the Partnership, but it was confirmed that they were largely issued to users who would be exempt from parking restrictions. By introducing charges for such permits, income to the Partnership would be increased,

It was proposed that such permits be called “concessionary parking permits” in future.

RESOLVED that an administration charge of £20 be paid to the North Essex Parking Partnership by invoice or recharge on an annual basis for each concessionary parking permit issued to partners.

13. Wivenhoe Old Ferry Development

Trevor Degville, Parking Partnership, introduced a report on the latest position on the Wivenhoe Old Ferry Development.

In view of the clarification provided by Essex County Council on advertising and funding, the Joint Committee indicated it was content to support the scheme and that it should be progressed as part of the Partnership's works programme. The Joint Committee suggested that it would be prudent to obtain the funding from Essex County Council in advance of work commencing.

RESOLVED that the introduction of the Traffic Regulation Order in the Wivenhoe Old Ferry Development be progressed as part of the NEPP work programme.

14 Forward Plan

RESOLVED that the Forward Plan be noted.

North Essex Parking Partnership Joint Committee

16 October 2014

Item
6

Report of	Treasurer to the Joint Parking Committee	Author	Steve Heath ☎ 282389
Title	Annual Return 2013/14		

**This report confirms the completion of the audit process for
2013/14**

1. Action required

1.1 To note the publication of the audited Annual Return for 2013/14.

2. Supporting information

2.1 The pre-audit draft accounts for the financial year 2013/14 were presented to this Committee on 26 June. The accompanying reports gave information on the major items affecting the 2013/14 accounts.

2.2 The Annual Return for 2013/14 was signed by the auditor on 25 September 2014. This confirms an unqualified opinion.

2.3 The Auditor raised the following two points for the attention of the Committee:

- The amendments that were agreed should be made to the 'Cash and Short Term Investments' section of the return in respect of Petty Cash should have been initialled and dated by the Responsible Financial Officer and Chair of the meeting.
- The explanation for petty cash payments not being covered by internal audit was inadequate, as the information provided indicated that petty cash was held.

2.4 The above points do not affect the Auditor's opinion, and the Auditor does not raise any other matters for the attention of the Joint Committee.

2.5 It has now been clarified that the petty cash referred to in the Annual Return relates to cash balances in car park ticket machines in Colchester, which are outside of the scope of the NEPP. These will therefore be excluded from future returns.

3. Financial implications

3.1 The publication of the audited return and Notice of Conclusion of Audit meet a statutory requirement for financial reporting and is an important part of the process to demonstrate accountability in the use of public funds.

3.2 The fee for the audit of the 2013/14 Annual Return is £2,800. This is within the budgeted amount.

4. Publicity considerations

- 4.1 The Notice of Conclusion of Audit and Annual Return have been published on the Colchester Borough Council website. Details of the notice and the Annual Return have been made available to partners.

5. Other standard references

- 5.1 Having considered consultation, equality, diversity and human rights, health and safety and community safety and risk management implications, there are none that are significant to the matters in this report.

Background Papers

Notice of Conclusion of Audit

North Essex Parking Partnership

Notice of conclusion of audit and right to inspect the Annual Return

Annual Return for the year ended 31 March 2014

Section 14 of the Audit Commission Act 1998

The Accounts and Audit (England) Regulations 2011 (SI 2011/817)

The audit of accounts for the North Essex Parking Partnership for the year ended 31 March 2014 has been concluded.

The Annual Return is available for inspection by any local government elector for the area of the North Essex Parking Partnership Joint Committee on application to:

Steve Heath
Finance Manager
Colchester Borough Council
Rowan House,
33 Sheepen Road,
Colchester CO3 3WG

e-mail: financial.accounting@colchester.gov.uk

Copies will be provided to any local government elector upon request.

This announcement is made by: Steve Heath, Finance Manager

Date: 30 September 2014.

Report to: Joint Committee, North Essex Parking Partnership (NEPP)
Date: 16 October 2014
Subject: **NEPP On-Street financial update** (end of Period 5 / August 2014/15)
Author: Richard Walker, Group Manager, Parking Partnership
Presented by: Richard Walker, Group Manager, Parking Partnership

1 Summary

- 1.1 The report summarises the financial position and issues to date with three estimated forecasts of the out-turn for the NEPP on-street account, which are presented for information to, and scrutiny by, the Committee.
- 1.2 A shortfall in income is shown presently, which is partially offset by savings in salaries. Processes for debt collection and a small backlog have impacted on the income figures to date.

2 Income

- 2.1 The income collected from Penalty Charge Notices (PCN) is presently £160,000 below budget at the end of period 5. There are several reasons for this.
- 2.2 The debtor at the year-end is an estimate of the money outstanding which is due to activity in the year; an estimated amount is allocated to the accounts at the close of the last year to account for this. The estimated debtor was slightly larger than the actual collection, probably due to the skewed profile of PCN issue and debt collection last year. The additional income (estimated £12k) has been carried over to the current financial year in surpluses.
- 2.3 The Debt Collection element of the enforcement process has not been run in-year at this point. The debt registration system was taken back in-house rather than paying for a bureau service – in order to make savings. In addition the debt registration must now be made using a secured email account, which has now been set up.
- 2.4 The debt collection process brought an income of c.£100k last financial year. An estimate has been included in out-turn figures.
- 2.5 There are also vacancies in CEO staffing – the service is recruiting to fill these posts presently in all locations – and the shortfall is partially offset by salary savings shown elsewhere in the accounts. Salary savings do not completely offset the income earned and it is therefore important to recruit as soon as possible to maintain the establishment of posts.
- 2.6 Using statistics for income for the same period last year, three estimates have been given in the Appendices to show the possible effect of employing different numbers of staff, and the effect of small delays in their start dates, as follows:

- (a) Out of 14 vacancies, retaining nine vacancies for six months; employing five new staff at the highest possible return figure. The highest figure and an unlikely scenario.
 - (b) Ramped filling of vacancies (figures represent saving equivalent of 8 staff for six months and gradually filling all 14 vacancies over the six months); income set at ten staff at low income level to represent ramping resources. A possible illustration.
 - (c) Retaining 2 vacancies for the whole six months to run, and gradually employing 12 staff offsetting the income likely by using the lowest likely income level. This is the most likely estimate and takes the service to around break-even.
- 2.7 The illustrations are shown to highlight the link between staffing and income, and the vagaries of forecasting, given the many variables. Each estimate includes for the reduction of a small backlog (likely when cash collection contract is completed, reducing the calls on resources) and the registration and follow-up in debt collection processes.
- 2.8 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.
- 2.9 Income from Resident Parking is on track. It is important that the income from permits and visitor permits covers the costs of the Resident Parking expenditure. The Development Plan, presented at the last meeting, recommended a pathway for parking permit charges over the next three years and these are included in the Appendices along with other permit prices for debate.
- 2.10 Income from Pay & Display areas has remained constant – this is linked directly to usage and capacity. These prices have remained unchanged for a number of years and a small increase in Pay & Display charging is now recommended, in order to keep parity with car parks nearby. Details of the proposals are shown in the Appendix.
- 2.11 There are other medium-term risks to income, including the present uncertainty in the future direction of Government Policy (consultations ongoing); the impact of Park & Ride in Colchester; the low likelihood that the rate of the PCN would be increased (not representing the increasing costs of issuing and processing); whether any on-street payment is introduced; the general unpredictability of PCN issues and the inflation of costs.

3 Expenditure

- 3.1 Overall savings in the staffing budgets to date total just over £68k and 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.
- 3.2 The surplus funds allocated at the last meeting will be applied as expenditure is made. The surplus £100k is held in a ring-fenced balance and not included in the figures.

4 Recommendations & Decisions

- 4.1 It is recommended that the figures and forecast shown in the report and Appendices A & B be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

The Committee is asked to note the financial position and the forecasts shown in the Appendices.

- 4.2 It is recommended that the revised charges in Appendix C are approved, in order to keep parity with local charges and provide for sufficient resources to maintain the resident parking service.

The Committee is asked to review, debate and decide the fees and charges for the existing pay and display on-street sites across the Partnership as shown in Appendix C for the next financial year from April 2015.

- 4.3 It is recommended that the Permit Prices for first, second and other permits receive approval for implementation in the coming financial year in order to provide for sufficient resources to maintain the resident parking service.

The Committee is asked to review, debate and decide the level of Resident Permits for all Partnership areas as shown in Appendix D for the next financial year from April 2015/16 – 2018/19, and whether to introduce a cost differential for digital and paper permits and, if so, the level of the premium for paper permits.

- 4.4 It has been discussed previously that when the digital systems are implemented for parking charges, that a differential price be implemented reflecting the difference in costs between digital and paper Resident Permits and Resident Visitor Permits. It is further recommended that where transactions could be carried out online, the cost of producing, storing, processing and posting the paper versions over the costs of the digital system is increased to reflect the true cost of the paper system.

The Committee is asked to review, debate and decide the level of Resident Visitor Permits for all Partnership areas as shown in Appendix D for the next financial year from April 2015/16 – 2018/19 and whether to introduce a cost differential for digital and paper permits and, if so, the level of the premium for paper permits.

- 4.5 It is recommended that the proposals for other charges are implemented in order to maintain parity with other local parking charges.

The Committee is asked to review, debate and decide the level of other charges for all Partnership areas as shown in Appendix E for the next financial year from April 2015/16 – 2018/19 and whether to introduce a cost differential for digital and paper transactions, and, if so, the level of the premium for paper tickets.

Appendix A – On Street Financial Update

NEPP: Financial Update 2014/2015 at period 5

On-street Account	2014/2015 Actual to date	2014/2015 Budget to date	2014/2015 Variance to date
Expenditure			
Direct costs			
Employee costs:			
Management	30	24	6
CEOs & Supervision	376	446	(69) A
Back Office	104	107	(4)
TRO's	34	35	(1)
Premises costs	8	4	4
Transport costs (running costs)	14	15	(1)
Supplies & Services	41	58	(17) B
Third Party Payments	14	12	2
	<u>620</u>	<u>699</u>	<u>(80)</u>
Non-direct costs			
Accommodation	24	24	-
Other Support Services	77	77	-
Cash Office & Receipting & Postage	13	13	-
Communications	8	8	-
Fleet contract hire	23	23	-
IT	28	28	-
	<u>172</u>	<u>172</u>	<u>-</u>
Total Expenditure	<u>792</u>	<u>872</u>	<u>(80)</u>
Income			
Penalty Charges (PCNs)	(429)	(589)	160 C
Parking Permits/Season Tickets	(159)	(167)	8
Parking Charges (P&D etc)	(66)	(70)	4
Other income	-	-	-
Total Income	<u>(654)</u>	<u>(827)</u>	<u>172</u>
Deficit / (Surplus)	<u>138</u>	<u>45</u>	<u>92</u>

Notes

A – savings against staffing salary.

B – expenditure is skewed over the year, with some larger items being in the second half of the year.

C – income does not include debt collection and there is a small backlog of cases; more CEOs are being recruited.

Appendix B – On Street Account – Forecast Estimates

Illustrating three possible scenarios around Enforcement staffing and income.

NEPP: Outturn Forecast 2014/2015 at period 5						
On-street Account	2014/2015 Forecast	2014/2015 Annual budget	2014/2015 Projected variance (A)	2014/2015 Projected variance (B)	2014/2015 Projected variance (C)	
Expenditure						
Direct costs						
Employee costs:						
Management	55	57	(2)	(2)	(2)	Parking Services Mgt Team staff costs
CEOs & Supervision	974	1,069	(95)	(151)	(111)	CEOs & Supervisor staff costs
Back Office	246	257	(11)	(11)	(11)	Back Office staff costs
TRO's	75	84	(9)	(9)	(9)	TRO team staff costs
Premises costs	9	8	1	1	1	R&M budget (small expenditure anticipated)
Transport costs (running costs)	44	36	9	9	9	Fuel, public transport etc
Supplies & Services	143	163	(20)	(20)	(20)	General expenditure
Third Party Payments	35	35	-	-	-	Chipside and TEC bureau costs
	1,581	1,709	(127)	(183)	(143)	
Non-direct costs						
Accommodation	58	58	-	-	-	Accommodation
Other Support Services	148	148	-	-	-	Accountancy, HR, insurance, HoS, etc
Cash Office & Receipting & Postage	32	32	-	-	-	Cash Office & postage
Communications	18	18	-	-	-	Communications
Fleet contract hire	69	69	-	-	-	Fleet costs
IT	66	66	-	-	-	IT costs
	391	391	-	-	-	
Total Expenditure	1,972	2,099	(127)	(183)	(143)	
Income						
Penalty Charges (PCNs)	(1,424)	(1,531)	107	257	147	PCNs - adj for new starters and bailiff work
Parking Permits/Season Tickets	(406)	(401)	(5)	(5)	(5)	Visitor Permits / Season tickets
Parking Charges (P&D etc)	(174)	(168)	(6)	(6)	(6)	Pay & Display charges
Other income	-	-	-	-	-	Misc reimbursements from partners
Total Income	(2,005)	(2,100)	96	246	136	
Deficit / (Surplus)	(33)	(1)	(31)	63	(7)	Out-tum
			-100	-100	-100	Surplus in bank
Net Surplus			(131)	(37)	(107)	Out-tum

Appendix C – On Street Fees & Charges – summary and recommendations

Epping Forest Area	
Current Charge	Proposed Charge
Various areas on-street	
Mon – Sat 0800hrs to 1800hrs excluding bank holidays	Mon – Sat 0800hrs to 1800hrs excluding bank holidays
Up to 30 minutes10p Up to 1 hour65p Up to 2 hours.....£1.30p	Up to 30 minutes.....10p Up to 1 hour 80p Up to 2 hours..... £1.60
Sundays.....Free	Sundays.....Free
Saturdays in December only.....Free	Saturdays in December only.....Free

Uttlesford Area	
Current Charge	Proposed Charge
Saffron Walden	
Mon – Fri 0900 hrs to 1700 hrs	Mon – Fri 0900 hrs to 1700 hrs
Up to 1 hour £0.40 Maximum 1 hour	Up to 1 hour £0.50 Maximum 1 hour
Saturday Resident permit holders only	Saturday Resident permit holders only
Sundays.....Free	Sundays.....Free

Tendring Area	
Current Charge	Proposed Charge
Harwich Quay	
All days 8am - 3pm including bank holidays	No change proposed
Up to 1 hour £ 1.00 Up to 2 Hours £ 2.00 Up to 5 hours £ 3.50 Up to 9 hours £ 5.00	
Free householders permits (issued by Tendring DC) are valid from 11am until midnight every day (if displayed).	Charges to remain as Tendring car parking, located nearby.
Free parking for all from 3pm to 8am daily	

Table of Prices - budget proposals

Parking Order:	Braintree							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£30.00	£33.00	£35.00	£40.00	£43.00	£45.00	£48.00	£50.00
Second Resident Permit (where available)	£30.00	£41.25	£45.00	£50.00	£55.00	£60.00	£65.00	£70.00
Third Resident Permit	£50.00	£62.50	£80.00	discontinued				
Fourth Resident Permit	£ 100.00	£125.00	discontinued					
Concessionary Resident Permit	free	discontinued						
Concessionary non-driver resident permit	free	discontinued						
Annual Visitor Permit								
Visitor Permits (each)								
Visitor Permits (pack of 10) up to 24hr	£ 3.00	£ 5.00	£ 8.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Visitor Permits - MiPermit (digital system)	£ 3.00	£ 5.00	£ 8.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Visitor Permits - book of ten permits over 4 hr (day)								
Visitor Permits - book of ten 2 hour permits								
Visitor Permits - book of ten 4 hour permits								
Visitors Permit 20 x one hour segment (as Order)								
Visitors Permit 20 x four hour segment (as Order)								
Replacement for lost or stolen permit	£ 10.00	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Dispensation/Suspension Permit – First Day	£ 15.00	£ 20.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00
Dispensation/Suspension other days (up to 7 days)	£ 5.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Business Permit – monthly								
Business Permit – 3 months								
Business Permit - Yearly (18 in total)								
Premium Business Permit – monthly								
Premium Business Permit – 3 months								
Premium Business Permit - Yearly								
Dedham Exemption Certificate (15 issued)								
Colchester & Tendring Womens Aid (9 issued)								
Colchester High School (42 issued)								
Hamilton School (35 issued)								
Kingswode Hoe School (10 issued)								
Walsingham Road resident season ticket - Yearly (2 iss.)								
Walsingham Road resident season ticket – 6 months								
Residents Permit (Un-registered car)								
Residents Permit (Commercial vehicle)								
Residents Day Pass								
Commercial Day Pass								
Special Permit (Zone address)								
Special Permit (All zones)								
Disabled Permit								
Business Permit								
Rail Commuters Permit – Yearly								
Rail Commuters Permit – 3 months								
Bus/Coach Permits								
Motorcycle								

Parking Order:	Colchester							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£50.00	£52.00	£55.00	£60.00	£62.00	£63.00	£64.00	£65.00
Second Resident Permit (where available)	£50.00	£52.00	£70.00	£75.00	£78.00	£80.00	£80.00	£80.00
Third Resident Permit	£50.00	£52.00	discontinued					
Fourth Resident Permit	£ 50.00	£ 52.00	discontinued					
Concessionary Resident Permit								
Concessionary non-driver resident permit								
Annual Visitor Permit								
Visitor Permits (each)								
Visitor Permits (pack of 10) up to 24hr	£ 8.00	£ 8.00	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Visitor Permits - MiPermit (digital system)	£ 8.00	£ 8.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Visitor Permits - book of ten permits over 4 hr (day)								
Visitor Permits - book of ten 2 hour permits								
Visitor Permits - book of ten 4 hour permits								
Visitors Permit 20 x one hour segment (as Order)								
Visitors Permit 20 x four hour segment (as Order)								
Replacement for lost or stolen permit	£ 5.50	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Dispensation/Suspension Permit – First Day	£ 15.00	£ 20.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00
Dispensation/Suspension other days (up to 7 days)	£ 5.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Business Permit – monthly								
Business Permit – 3 months	£ 98.00	£ 98.00	£ 100.00	£ 110.00	£ 110.00	£ 110.00	£ 110.00	£ 110.00
Business Permit - Yearly (18 in total)	£ 384.00	£ 384.00	£ 400.00	£ 440.00	£ 440.00	£ 440.00	£ 440.00	£ 440.00
Premium Business Permit – monthly								
Premium Business Permit – 3 months								
Premium Business Permit - Yearly								
Dedham Exemption Certificate (15 issued)	£ 16.00	£ 16.00	£ 22.00	£ 24.00	£ 24.00	£ 24.00	£ 24.00	£ 24.00
Colchester & Tendring Womens Aid (9 issued)	£ 90.00	£ 90.00	£ 95.00	£ 104.00	£ 104.00	£ 104.00	£ 104.00	£ 104.00
Colchester High School (42 issued)	£ 25.00	£ 25.00	£ 30.00	£ 33.00	£ 33.00	£ 33.00	£ 33.00	£ 33.00
Hamilton School (35 issued)	£ 90.00	£ 90.00	£ 95.00	£ 104.00	£ 104.00	£ 104.00	£ 104.00	£ 104.00
Kingswode Hoe School (10 issued)	£ 90.00	£ 90.00	£ 95.00	£ 104.00	£ 104.00	£ 104.00	£ 104.00	£ 104.00
Walsingham Road resident season ticket - Yearly (2 iss.)	£ 175.80	£ 175.80	£ 185.00	£ 203.00	£ 203.00	£ 203.00	£ 203.00	£ 203.00
Walsingham Road resident season ticket – 6 months	£ 92.20	£ 92.20	£ 100.00	£ 110.00	£ 110.00	£ 110.00	£ 110.00	£ 110.00
Residents Permit (Un-registered car)								
Residents Permit (Commercial vehicle)								
Residents Day Pass								
Commercial Day Pass								
Special Permit (Zone address)								
Special Permit (All zones)								
Disabled Permit								
Business Permit								
Rail Commuters Permit – Yearly								
Rail Commuters Permit – 3 months								
Bus/Coach Permits								
Motorcycle	£ 16.67	£ 18.00	£ 20.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00

Parking Order:	Harlow							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£18.00	£21.00	£25.00	£30.00	£33.00	£35.00	£38.00	£40.00
Second Resident Permit (where available)	£34.00	£42.50	£55.00	£60.00	£65.00	£70.00	£75.00	£80.00
Third Resident Permit	£70.00	£87.50	£110.00	discontinued				
Fourth Resident Permit	£ 70.00	£ 87.50	£ 110.00	discontinued				
Concessionary Resident Permit	£ 130.00	£162.50	£ 205.00	discontinued				
Concessionary non-driver resident permit	free	free	discontinued					
Annual Visitor Permit								
Visitor Permits (each)	£ 10.00	TBC X	discontinued					
Visitor Permits (pack of 10) up to 24hr								
Visitor Permits - MiPermit (digital system)	£ 5.00	£ 8.00	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Visitor Permits - book of ten permits over 4 hr (day)	£ 5.00	£ 8.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Visitor Permits - book of ten 2 hour permits								
Visitor Permits - book of ten 4 hour permits								
Visitors Permit 20 x one hour segment (as Order)								
Visitors Permit 20 x four hour segment (as Order)								
Replacement for lost or stolen permit								
Dispensation/Suspension Permit – First Day	£ 10.00	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Dispensation/Suspension other days (up to 7 days)	£ 15.00	£ 20.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00
Business Permit – monthly	£ 5.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Business Permit – 3 months								
Business Permit - Yearly (18 in total)								
Premium Business Permit – monthly								
Premium Business Permit – 3 months								
Premium Business Permit - Yearly								
Dedham Exemption Certificate (15 issued)								
Colchester & Tendring Womens Aid (9 issued)								
Colchester High School (42 issued)								
Hamilton School (35 issued)								
Kingswode Hoe School (10 issued)								
Walsingham Road resident season ticket - Yearly (2 iss.)								
Walsingham Road resident season ticket – 6 months								
Residents Permit (Un-registered car)								
Residents Permit (Commercial vehicle)	£ 130.00	£ 130.00	£ 130.00	discontinued				
Residents Day Pass	£ 250.00	£ 250.00	£ 250.00	discontinued				
Commercial Day Pass	£ 0.50	£ 0.50	£ 1.00	discontinued				
Special Permit (Zone address)	£ 4.00	£ 4.00	£ 10.00	discontinued				
Special Permit (All zones)	£ 25.00	£ 25.00	£ 30.00	discontinued				
Disabled Permit	£ 25.00	£ 25.00	£ 30.00	discontinued				
Business Permit	free	free	???	discontinued				
Rail Commuters Permit – Yearly	£ 50.00	£ 50.00	£ 60.00	discontinued				
Rail Commuters Permit – 3 months	£ 500.00	£ 500.00	£ 500.00	discontinued				
Bus/Coach Permits	£ 130.00	£ 130.00	£ 130.00	discontinued				
Motorcycle	£ 0.10	£ 0.10	???	discontinued				

Parking Order:	Tendring							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£35.00	£39.00	£42.00	£47.00	£50.00	£53.00	£55.00	£58.00
Second Resident Permit (where available)		£52.00	£55.00	£60.00	£62.00	£65.00	£68.00	£70.00
Third Resident Permit								
Fourth Resident Permit								
Concessionary Resident Permit								
Concessionary non-driver resident permit								
Annual Visitor Permit								
Visitor Permits (each)	£ 0.50							
Visitor Permits (pack of 10) up to 24hr	£ 5.00	£ 6.50	£ 9.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Visitor Permits - MiPermit (digital system)	£ 5.00	£ 6.50	£ 9.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Visitor Permits - book of ten permits over 4 hr (day)								
Visitor Permits - book of ten 2 hour permits								
Visitor Permits - book of ten 4 hour permits								
Visitors Permit 20 x one hour segment (as Order)								
Visitors Permit 20 x four hour segment (as Order)								
Replacement for lost or stolen permit	£ 5.00	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Dispensation/Suspension Permit – First Day	£ 15.00	£ 20.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00
Dispensation/Suspension other days (up to 7 days)	£ 5.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Business Permit – monthly								
Business Permit – 3 months								
Business Permit - Yearly (18 in total)								
Premium Business Permit – monthly								
Premium Business Permit – 3 months								
Premium Business Permit - Yearly								
Dedham Exemption Certificate (15 issued)								
Colchester & Tendring Womens Aid (9 issued)								
Colchester High School (42 issued)								
Hamilton School (35 issued)								
Kingswode Hoe School (10 issued)								
Walsingham Road resident season ticket - Yearly (2 iss.)								
Walsingham Road resident season ticket – 6 months								
Residents Permit (Un-registered car)								
Residents Permit (Commercial vehicle)								
Residents Day Pass								
Commercial Day Pass								
Special Permit (Zone address)								
Special Permit (All zones)								
Disabled Permit	free	free	???	discontinued				
Business Permit								
Rail Commuters Permit – Yearly								
Rail Commuters Permit – 3 months								
Bus/Coach Permits								
Motorcycle								

Parking Order:	Uttlesford							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00
Second Resident Permit (where available)			£100.00	£105.00	£105.00	£105.00	£105.00	£105.00
Third Resident Permit								
Fourth Resident Permit								
Concessionary Resident Permit								
Concessionary non-driver resident permit								
Annual Visitor Permit								
Visitor Permits (each)								
Visitor Permits (pack of 10) up to 24hr			£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Visitor Permits - MiPermit (digital system)			£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Visitor Permits - book of ten permits over 4 hr (day)								
Visitor Permits - book of ten 2 hour permits								
Visitor Permits - book of ten 4 hour permits	£ 7.50	£ 8.00	discontinued					
Visitors Permit 20 x one hour segment (as Order)	£ 5.00	£ 7.00	discontinued					
Visitors Permit 20 x four hour segment (as Order)	£ 15.00	£ 16.00	discontinued					
Replacement for lost or stolen permit	£ 8.00	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Dispensation/Suspension Permit – First Day	£ 15.00	£ 20.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00
Dispensation/Suspension other days (up to 7 days)	£ 5.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Business Permit – monthly								
Business Permit – 3 months								
Business Permit - Yearly (18 in total)								
Premium Business Permit – monthly								
Premium Business Permit – 3 months								
Premium Business Permit - Yearly								
Dedham Exemption Certificate (15 issued)								
Colchester & Tendring Womens Aid (9 issued)								
Colchester High School (42 issued)								
Hamilton School (35 issued)								
Kingswode Hoe School (10 issued)								
Walsingham Road resident season ticket - Yearly (2 iss.)								
Walsingham Road resident season ticket – 6 months								
Residents Permit (Un-registered car)								
Residents Permit (Commercial vehicle)								
Residents Day Pass								
Commercial Day Pass								
Special Permit (Zone address)								
Special Permit (All zones)								
Disabled Permit								
Business Permit								
Rail Commuters Permit – Yearly								
Rail Commuters Permit – 3 months								
Bus/Coach Permits								
Motorcycle								

Parking Order:	Epping Forest							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£25.00	£30.00	£35.00	£40.00	£43.00	£45.00	£48.00	£50.00
Second Resident Permit (where available)	£50.00	£55.00	£70.00	£75.00	£78.00	£80.00	£80.00	£80.00
Third Resident Permit	£100.00	£125.00	£130.00	£150.00	£150.00	£155.00	£155.00	£160.00
Fourth Resident Permit								
Concessionary Resident Permit								
Concessionary non-driver resident permit								
Annual Visitor Permit								
Visitor Permits (each)								
Visitor Permits (pack of 10) up to 24hr	£ 10.00	£ 12.00	£ 13.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Visitor Permits - MiPermit (digital system)	£ 2.00	£ 3.00	£ 13.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Visitor Permits - book of ten permits over 4 hr (day)	£ 10.00	£ 12.00	£ 13.00	discontinued				
Visitor Permits - book of ten 2 hour permits	£ 2.00	£ 3.00	£ 4.00	discontinued				
Visitor Permits - book of ten 4 hour permits	£ 5.00	£ 6.00	£ 7.00	discontinued				
Visitors Permit 20 x one hour segment (as Order)								
Visitors Permit 20 x four hour segment (as Order)								
Replacement for lost or stolen permit	£ 5.00	£ 10.00	£ 10.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00	£ 15.00
Dispensation/Suspension Permit – First Day			£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00	£ 22.00
Dispensation/Suspension other days (up to 7 days)			£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00	£ 10.00
Business Permit – monthly	£ 45.80	£ 45.80	discontinued					
Business Permit – 3 months	£ 122.50	£ 122.50	discontinued					
Business Permit - Yearly (18 in total)	£ 428.00	£ 428.00	discontinued					
Premium Business Permit – monthly	£ 125.00	£ 125.00	discontinued					
Premium Business Permit – 3 months	£ 320.00	£ 320.00	discontinued					
Premium Business Permit - Yearly	£ 1,275.00	£ 1,275.00	discontinued					
Dedham Exemption Certificate (15 issued)								
Colchester & Tendring Womens Aid (9 issued)								
Colchester High School (42 issued)								
Hamilton School (35 issued)								
Kingswode Hoe School (10 issued)								
Walsingham Road resident season ticket - Yearly (2 iss.)								
Walsingham Road resident season ticket – 6 months								
Residents Permit (Un-registered car)								
Residents Permit (Commercial vehicle)								
Residents Day Pass								
Commercial Day Pass								
Special Permit (Zone address)								
Special Permit (All zones)								
Disabled Permit								
Business Permit								
Rail Commuters Permit – Yearly								
Rail Commuters Permit – 3 months								
Bus/Coach Permits								
Motorcycle								

Report to: Joint Committee, North Essex Parking Partnership (NEPP)

Date: 16 October 2014

Subject: **NEPP – On-street Account - Budget 2015/16**

Author: Matthew Young, Head of Operational Services, Colchester Borough Council

Presented by: Matthew Young, Head of Operational Services, Colchester Borough Council

1. Recommendations

1.1 That the Joint Committee notes the issues faced by the NEPP in the coming financial year and indicates any factors to be included the budget for the financial year 2015/16.

2. Detailed considerations

2.1 The on-street budget is funded by income from penalty charge notices; permits; season tickets and on-street parking fees. This pays for a significant proportion of the Enforcement service; the Back Office and Customer Service team; the Technical Team and the management of the NEPP.

2.2 The services provided across the NEPP area include on-street enforcement; all customer response and liaison; the Traffic Regulation Order service along with signs and lines and the issuing of permits and season tickets.

2.3 The following financial issues that the NEPP on-street services are likely to face in 2015/16 as identified by officers are:

- Unpredictability of Central Government Decisions
- Unpredictability of Penalty Charge Notice (PCN) Income
- Impact of Park and Ride in Colchester
- Inflationary Pressures in staffing and transport costs
- No increase in the PCN rate
- Introduction of more pay & display on-street

2.4 In addition to these the Joint Committee are asked to identify any further issues or factors that officers should take into account when formulating the on-street budget for 2015/16

2.5 The final budget for agreement by the Joint Committee will be presented to the 10th December Joint Committee meeting.



Parking Partnership Annual Report 2013/14

*A report detailing the enforcement
year in retrospect*



www.parkingpartnership.org/north

bringing together the parking operations for Essex

North Essex Parking Partnership
Annual Report 2014: **Issue 0.1**
(draft 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:

Tuesday, 07 October 2014

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The North Essex Parking Partnership Area



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Executive Summary

This third Annual Report of the North Essex Parking Partnership considers the financial year ending 31 March 2014, providing an overview of operational performance. This report includes all financial and statistical data which is recommended in the operational guidance issued under TMA2004.

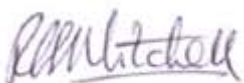
Parking Management is likely to impact most motorists at some time. Each journey starts or ends with a parking event, and where this occurs in a busy place, it is likely that some form of parking control will need to be administered. It is of course the way in which all cases are dealt with by the council which is of most interest to errant motorists.

The Partnership implements operations based on the core principles of fairness, transparency and consistency and is concerned with 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.

The largest change in the year was the review of the enforcement operation. The number of CEOs has been reduced and the changes were implemented by Summer 2013, a review of Technical roles started during Autumn 2013.

This was the first year without any financial support for the enforcement operation at the end of the initial Business Plan; a new Plan will now be developed and implemented to guide the operation into its fourth and fifth years. The combined enforcement operation and processing function operates, reports to the Joint Committee.

The overall Partnership performance during the year was successful with a small surplus being saved for future years and the operation is now 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

November 2014

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A Year in Retrospect

Introduction

About the Parking Partnership

The North Essex Parking Partnership (NEPP) is a local government service, which reports to a Joint Committee of Essex County Council.

The Joint Committee governs the operations and is known as the North Essex Parking Partnership Joint Committee, or Joint Parking Committee (NEPP JPC).

The County Council and six District and Borough councils of North Essex are Members of the NEPP JPC and are represented by Executive Councillors at the Committee, which meets six times a year, with an AGM in June. The NEPP JPC receives operational, financial and other topical reports of interest from lead officers.

Each "client authority" (District and Borough Councils of NEPP) has an officer with whom the NEPP officers maintain regular contact. The officers of the NEPP are employed by Colchester Borough Council.

The Partnership comprises the Parking Enforcement Agency including Civil Enforcement Officers, Car Park Operations, Traffic Order Making responsibilities, Sign and Line Maintenance, and the Business Unit processes relating to permit applications, the enforcement of issued Penalty Charge Notices and other legal documentation.

Foreword from the Group Manager, Richard Walker

This report relates to the year up to the end of March 2014 with a brief commentary on more recent changes.

2013/14 was the year when the Partnership's Business Plan indicated it would start to operate without financial support.

The Partnership's Plan showed it had to make savings of over £520k against the previous operation, with a trend of falling incomes. 2013/14 was the most challenging year in terms of finance, although the Partnership finished with a small surplus, which reflects the hard work put in by the service's team and Committee.

In the lead up to this financial year, much preparatory work had been completed to assess the staffing and operating budgets, leading to the conclusion that a restructure was required in both enforcement and car park operations.

The enforcement restructure was completed by summer 2013. This resulted in two voluntary and four compulsory redundancies. In cost terms the restructure will see a substantial reduction in staff salary costs.

The Operational restructure commenced in autumn 2013, and is linked to a project to out-source the cash collecting and processing service, which was due to take around a year.

The Technical TRO and Operational teams are to be merged to create a single Technical Team capable of handling the TRO and machine maintenance work of the Partnership when cash collection, counting and transit had been outsourced.

Beside these teams, the Partnership has a Business unit which follows up the work of the Enforcement Team, and also administers a number of other partnerships including Dedham, West Mersea and Wivenhoe, plus the administration of permits, dispensations and digital systems.

Environmental

In the interest of the environment, paper maps are no longer produced, and the Partnership is reducing the amount of paper permits, tickets and scratch-cards through the use of online systems.

Communication and Consultation

During the year, consultation has taken place about the Colchester Resident Parking Review and Clacton Town Centre Review.

A special web page has been used for consultation information.

Traffic Regulation Orders

We have better publicised details of where changes to Traffic Regulation Orders have been made, in order to conform with the *transparency* requirements of the latest Guidance.

The most obvious changes centre around parking and waiting restrictions and there is now a consistent workflow and standard template for gathering information about new Traffic Regulation Orders which all receive local consultation.

Managing local partnerships

The Partnership has acted as the consultant in a number of other local partnerships in Dedham, Hatfield Peverel, West Mersea and Wivenhoe.

Enforcement Changes

It is good practice to review enforcement operations regularly, and make changes to patterns on a random but regular basis. Shift patterns and deployment have been changed over the year.

Tackling Schools Enforcement

The main issue is that with the resources available it is impossible to keep a reasonable enforcement presence outside all schools, and residents nearby have been asking for additional patrols that cannot be supplied.

A Park Safe car has therefore been deployed, within a set of tightly-controlled policy

guidelines. Foot patrols will supplement the work of the camera enforcement car.

Primarily be used in the 'KEEP CLEAR' areas outside schools, the Park Safe car will also be used in areas where there is Loading Restrictions, Clearways (rural), Bus Stops and Taxi Ranks.

Park Safe vehicle

New technology became available by way of an enforcement car which can assist, and this has been investigated and debated. Approval to procure a vehicle for a one-year trial to gather data to see if this could be a future option has been given.

This is the first instance of the technology being used across district boundaries in a rural area. Data is being collected to show performance and compliance in a number of locations before implementation.

There has been much coverage in the local press about the car, especially during its launch, although the real benefit of a vehicle is to increase the level of enforcement whereby drivers consider it is not worth the chance of parking dangerously on the school markings for fear of being caught.

The acquisition and use of a "Park Safe" enforcement car had been approved, and the procurement process was completed during autumn 2013. The Park Safe vehicle had a proposed start in September 2013, which was delayed due to a software issue concerning separate Parking Orders, and the need to operate the software on a separate server to comply with its operating type-approvals.

Business Unit Work

The trend in the number of PCNs challenged is still increasing and with the Epping Forest operation now completely merged this represents a growth in the work for the back office.

It was also confirmed that the trend in incoming telephone calls is increasing as a consequence of increased challenges, averaging 150-200 calls per day, with more incoming calls just after the weekend

If the challenger elects to receive information by email, this can be the preferred method of communication through the process, for example attaching letters to emails. This method is suitable up to the point of the commencement of legal proceedings.

Approximately 68% of Penalty Challenges are now done online through the website; this is great news as it saves costs in processing and means the respondent can receive an electronic response too.

In the early part of the year, the letter backlog had increased, partially due to system downtime at Christmas, and stood at 2,500 by summer 2013. An agreed solution to reduce the backlog commenced on 20 August 2013 for one month, meaning ten CEOs working in the back office specifically on the backlog of letters. This was very successful indeed and the backlog was reduced to manageable levels within a fortnight.

Online Permits

The service had introduced an online permit system to be trialled in Colchester. MiPermit allows online and mobile administration of the service by residents. Residents without online access can be assisted by phone, although the trial highlighted that the phone line is not available at certain times on Saturday and not at all on Sundays, for which alternatives are being sought.

The benefits of MiPermit, already used in cashless parking in car parks, are great for the resident: Residents don't need a paper permit, and visitors can be accommodated using the online system or by text, without the need for scratch-card vouchers.

As well as cutting stationary and postage costs, it would allow better monitoring and audit of the issuing of permits. The Partnership could seek to extend the hours of operation of the phone line, if there was demand.

Enforcement and parking restrictions

There are two types of enforcement carried out in the Partnership area: mobile and foot patrol. The mobile teams cover the more rural areas and schools, and the foot patrols cover a selection of predefined urban beats, and in doing so cover all areas on a fair basis.

On normal enforcement days, there are two out of three enforcement teams present. This equates to up to forty officers each day plus Leading Officers in charge of each team who carry out the management and administration functions and overlay that provision.

The number of PCNs issued is split approximately 60:40% for On and Off Street parking; this is an area to review as the operational service's costs are split roughly 70:30% in the budget and encompass random or specific enforcement operations, including provision to cover special events, covering a wide range of times.

There have been several consultations by Central Government during the year. Despite an earlier threat to the use of CCTV vehicles, it was clarified that there was conflict between the proposed use of the CCTV vehicles for enforcing at school sites and the recent announcements by the Department of Communities and Local Government. The Park Safe vehicle would be used mainly to tackle indiscriminate and dangerous parking outside schools, where it was impractical and inefficient to use CEOs.

A recruitment process was under way to fill vacancies in CEO posts which are also advertised across all the partner authorities.

Operational Service

91 Car Parks managed by the Parking Partnership have gained or retained a Park Mark Award. The Park Mark is an external audit of the standards provided, primarily around security and safety measures. The cost of continuing with the scheme is presently under review.

Permit prices have been kept under review since the start of the Partnership, working towards the County Council's stated aim of £70 per permit for the first permit in order to properly cover the costs of the operation. There has been some concern about the high percentage increase in the cost of a permit, for instance in Harlow, where the permits have to date been very cheap, not covering the costs of the system or service provided.

The issue of free permits would be reviewed during the year by each authority.

Traffic Regulation Orders

The Partnership also reviews and implements changes to Parking Restrictions, through the Joint Committee and a set of local panels. A lot of work had gone into the implementation of the scheme for the Clacton-on Sea town centre during the year, reviewing most of the town's limited waiting areas.

During the year, the Committee had approved the revised scoring matrix, used as part of the system for assessing new scheme requests.

For new parking schemes, the progress of the number of schemes implemented was determined by the budget for this work.

In addition to the major work in Clacton for Tendring District, the following table shows some of the schemes implemented during the year.

Uttlesford	
10029	High Street
10030	Pleasland Road / Debden Road
10031	Ashden Road
Braintree	
20007	The Grove
20016	Century Drive
Harlow	
30010	Hart Road
30015	Horn Beams
30020	Wedhey Garage Area
30025	Old Road
Colchester	
40045	Boxted Road
40058	New Farm Road, Stanway
Epping Forest	
60002	Willingale Road
60004	Honey Lane
60013	Bower Vale
60042	Harwater Drive / Sedley Rise, Loughton

This Document

This report, which covers the last financial year 2013/14 in retrospect, summarises the whole Parking Partnership operation in North Essex.

Guidance issued under the Traffic Management Act 2004 (TMA) means that enforcement authorities are encouraged to produce an Annual Report about their enforcement activities within six months of the end of each financial year.

The requirements are given in:

- *the TMA itself and the related Statutory Guidance (SG), issued in February 2008i.*
- *the Operational Guidance (OG), issued in March 2008, with minor revisions in May 2008.ii*

Other published documents

Other documents of interest include:

- Protocols, policies and plans
- Strategy Document

The Partnership publishes its enforcement protocols and plans on the website, accessible at : www.parkingpartnership.org and other details of parking and enforcement are covered in our Parking Strategy Document.

Links with the Local Transport Plan

Essex County Council's Local Transport Plan (LTP) currently in its third edition introduced the concept of Parking Partnerships, and states:

- *The County Council, working jointly with these partnerships, will develop an Essex Parking Strategy in order to ensure the management of parking across Essex is consistent with the aims of the Essex Transport Strategy.*

LTP Management Strategy

The LTP Traffic Management Strategy also includes for:

- *Working in partnership with the Essex district councils to improve the management of parking within urban areas, including the possible development of Park & Ride facilities to remove traffic from congested corridors;*
- *Stronger parking enforcement, particularly where illegally parked vehicles impede traffic flows or block access by public transport; and*
- *Working with partners to improve the management of goods deliveries, ensuring that appropriate vehicles are used and that delivery and loading does not inhibit traffic flows.*

Parking Enforcement Policy

NEPP has a Parking Enforcement Policy (PEP) which is published on the Web Site www.parkingpartnership.org.

Alongside the Development of an *Essex Parking Strategy*, the PEP aims to support the LTP Traffic Management Objective of *Congestion and Network Resilience*:

Policy: County Council LTP:

- *The County Council will facilitate the improved reliability of journeys*

Aims and Objectives

The aim of enforcement is to maximise compliance with regulations to make our streets safer for all road users, particularly vulnerable road users; to prevent obstruction and delays (especially for buses and emergency vehicles); to ensure that parking bays are available for their intended use and to improve the general street scene.

The Partnership Vision

Our strategic vision and aim of the Joint Committee is:

To provide a parking service that results in a merging of services to provide a single, flexible enterprise providing full parking services for a large group of Partner Authorities.

It will be run from a central office, with outstations providing bases for local operations.

There will be a common operating model, adopting best practices and innovation, yet also allowing variation in local policies and decision-making.

Progress will be proportional to the level of investment in the Annual Business Plan.

Contact overview

North Essex Parking Partnership has enabled telephone payment systems, and accepts credit/debit card transactions over the telephone on the general administration line. The service accepts cheques for some payments.

Challenges and representations can be made in writing, by email or directly using the Internet.

Details of what the process entails are included on the website

www.parkingpartnership.org and
www.patrol-uk.info

Contacting the Parking Partnership

Contact can be made:

- Through **www.parkingpartnership.org**;
- By telephone on 01206 282316;
- In writing to PO Box 5575 Colchester CO1 9LT;

Parking information is provided to the public in a number of ways.

The website **www.parkingpartnership.org** contains lots of data about the *pay or challenge* process, about permits and the new online system, and also the locations of car parks.

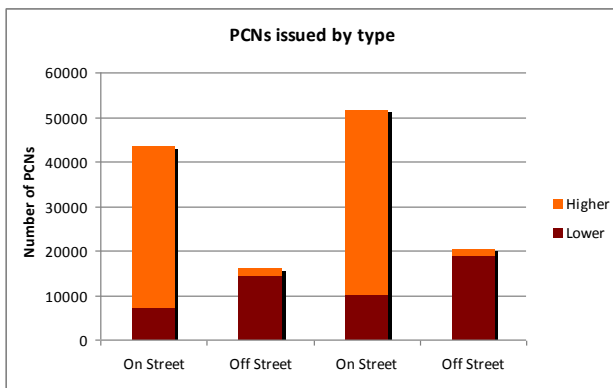
Statistics

The OG recommends many areas which should be included in this report and this section outlines areas measured. We use best practice in presenting the data.

Statistics for Parking PCNs

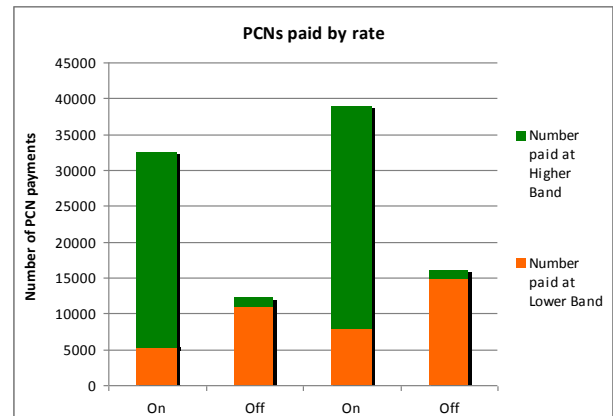
The following pages give more detailed statistical information in the form of tables, graphs and charts. There is some amplification and description of the more notable statistics.

The following charts show data from the last financial year from 1 April 2013 to 31 March 2014 (i.e. the Financial Year 2013/14).

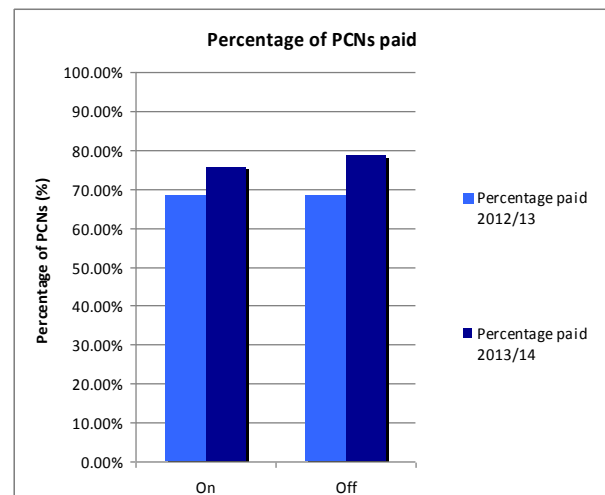


PCNs when issued have a penalty relating to how serious the alleged contravention is. Examples of the higher (£70) penalty include contravening yellow lines. The lesser (£50) contraventions include overstaying time on a parking ticket. The penalty charge for promptly paid PCNs is reduced by 50%.

It is **not** correct to assume that the number of PCNs issued multiplied by the rate is equivalent to the Partnership's income, since many cases are paid at discount, some have surcharges applied, including collection at bailiffs, and some cases are cancelled. The financial position is shown in the table on page 21.

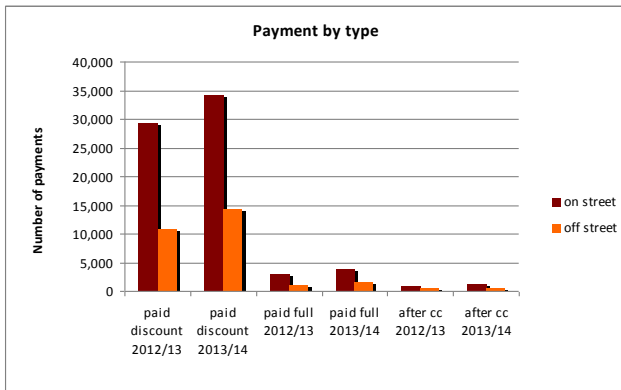


This chart shows the amount of penalties which are paid at each of the two rates explained above.



Not all penalties ever get paid. Collection rates above 70% are considered to be acceptable. Some penalties from the previous year were held up in a backlog and had an extended life before being collected.

In addition, the collection process has been improved by better enforcement at the end of the process with bailiffs. The timescale for collection may be up to a year – so some of those issued in 2013/14 would still be being pursued.



Statistical Tables

The tables on the following pages give required and additional information.

The rows shown in **blue and bold** in the attached tables are statutorily required. The rest of the information is given voluntarily against guidelines on best practice.

More penalties were paid at each stage during 2013/14 than during 2012/13, particularly at discount.

Changed Measures

Two new measures have been introduced to replace data which are no longer available.

We are now showing *Number of formal representations* received where previously this was *Number of informal rep dismissals that proceed to NtO stage*. It is not possible to identify which cases arrive at the NtO stage.

We have also corrected and included the data for Percentage of cases to appeal which was previously Percentage of formal representations that go to appeal. The numbers concerned are still very low, but these descriptions better explain the data shown.

Table 1

ISSUED PCNs

Description	Without EFDC like-for-like			With EFDC like for like	
	Total 2010/11	Total 2011/12	Total 2012/13	Total 2012/13	2013/14
Number of PCNs Issued	47,466	48,108	52,860	59,517	72,055
Number of higher level PCNs issued	34,691	32,533	34,643	38,056	43,060
Number of lower level PCNs issued	12,775	15,575	18,217	21,351	28,995
Percentage of higher level PCNs issued	73.09%	67.62%	65.33%	52.80%	59.76%
Percentage of lower level PCNs issued	26.91%	32.37%	34.56%	48.53%	40.24%
Number of Reg 9 PCNs issued		47,370	51,715	58,172	70,161
Number of Reg 10 PCNs issued		738	1145	1145	1752

- Approximately 12,500 more Penalty Charge Notices were issued in the comparable area compared with year before, mostly due to full staffing and better deployment during early summer.
- With the addition of Epping Forest District Council to the Partnership during 2012, the total number of PCNs issued for the full year rose to 72,000, (estimated at 65,000 last year) and the estimate for 2014/15 is 62,500 for the following year.
- Both on- and off-street operations had more PCNs issued than the previous year. The off-street increased by a greater proportion, reflecting slightly more activity in car parks.
- An extra 600 postal PCNs were issued; this type may be sent where the CEO is prevented from serving (e.g. by the motorist driving away or where there is a likelihood of abuse).

Comparison with 2012/13		2013/14 figures		
On Street 2012/13	Off Street 2012/13	On Street 2013/14	Off Street 2013/14	CCTV (included in columns to the left)
43,548	15,969	51,534	20,379	142
36,324	1,732	41,412	1506	142
7,114	14237	10,122	18,873	0
83.41%	10.85%	80.36%	7.39%	100%
16.34%	89.15%	19.64%	92.61%	0
42,251	15,921	49,858	20,303	0
1097	48	1676	76	0

- The amount of higher-level PCNs has fallen again as a proportion of the total.
- Higher level PCNs are for contraventions such as parking on yellow lines; lower level PCNs are for lesser “offences” such as overstaying a purchased ticket.

Table 2

PCNs PAID

Description	Without EFDC like-for-like			With EFDC like for like	
	Total 2010/11	Total 2011/12	Total 2012/13	Total 2012/13	2013/14
Number of PCNs paid	38,112	36,793	40,625	45,081	54,996
Number of PCNs paid which were issued at the lower band		11,675	14,040	16,227	22,852
Number of PCNs paid which were issued at the higher band		24,606	26,573	28,842	32,144
Percentage of PCNs paid which were issued at the lower band		10.13%	26.56%	76.00%	41.55%
Percentage of PCNs paid which were issued at the higher band		37.81%	50.27%	75.79%	58.45%
Number of PCNs paid at discount rate (i.e. within 14 days)		32,670	35,857	40,029	48,319
Number of PCNs paid at full rate		n/a	3,651	3933	5141
Number of PCNs paid after Charge Certificate served (i.e. at increased rate)		789	1096	1097	1501
Percentage of PCNs paid at Charge Certificate		1.05%	2.02%	1.84%	2.73%
Number of PCNs paid at another rate (e.g. negotiated with bailiff, etc).		15	16	16	31
Percentage of PCNs paid		76.47%	76.83%	75.74%	76.33%
Percentage of PCNs paid at discount rate		55.63%	67.83%	67.26%	87.86%

- The two payment bands represent the more serious and less serious contraventions.
- The number of PCNs paid has increased in line with the number issued, again with more paid at the lower band.

- The proportion of PCNs paid at discount rate has increased slightly, most notably in the lower band.
- This can indicate that the quality of the PCN is good, and also that the discount is attractive.

Camparison with 2012/13		2013/14 figures		
On Street 2012/13	Off Street 2012/13	On Street 2013/14	Off Street 2013/14	CCTV (included in columns to the left)
32,917	12,164	38,952	16,008	36
5,328	10899	7,970	14,882	0
27,579	1,263	30,982	1126	36
74.89%	76.55%	78.74%	75.85%	0.00%
75.93%	72.92%	74.81%	74.77%	100.00%
29,203	10,826	34,129	14,160	30
2,904	1029	3708	1433	0
794	303	1093	405	3
1.82%	1.90%	2.81%	2.53%	8.33%
10	6	22	9	0
75.59%	76.17%	75.56%	78.55%	25.35%
67.06%	67.79%	87.61%	88.45%	83.33%

- The proportion of PCNs paid by the end of the year has increased due to better enforcement in the later stages of the process.

Table 3

PCNs CHALLENGED

Description	Without EFDC like-for-like			With EFDC like for like	
	Total 2010/11	Total 2011/12	Total 2012/13	Total 2012/13	2013/14
Number of PCNs cancelled as a result of an informal or a formal representation		2,833	3,071	3,071	5174
Number of PCNs against which an informal or formal representation was made		12,220	10,359	11,336	17084
Number of PCNs where informal representations are made		10,621	8,266	9,243	14217
Number of formal representations received					2532
No of NTOs issued		9,286	11,842	11,842	13329
Percentage of PCNs cancelled at any stage.		5.89%	12.39%	12.39%	7.18%
Number of PCNs written off for other reasons (e.g. CEO error or driver untraceable)		2,189	2,741	2,741	5318
Number of vehicles immobilised		0	0	0	0
Number of vehicles removed.		0	0	0	0
Percentage of PCNs written off for other reasons (e.g. CEO error or driver untraceable)		4.67%	5.19%	9.50%	7.38%

Comparison with 2012/13		2013/14 figures		
On Street 2012/13	Off Street 2012/13	On Street 2013/14	Off Street 2013/14	CCTV (included in columns to the left)
		3038	2136	
11,336		10886	6198	
9,243		8982	5235	
		1904	628	
11,842		10101	3228	
12.39%				
2,212	529			
0	0			
0	0			
5.65%	3.85%			

- Roughly the same proportion of cases were cancelled as previous years.

- Fewer formal representations were made, and proportionately this is significant.

- More Notices to Owners (NTO) were issued representing a slight proportional increase year-on-year.

Table 4

APPEALS TO THE TRAFFIC PENALTY TRIBUNAL

Description	Without EFDC like-for-like			With EFDC like for like	
	Total 2010/11	Total 2011/12	Total 2012/13	Total 2012/13	2013/14
Number of appeals to adjudicators		27	23	25	58
Number of appeals refused		12	6	6	16
Number of appeals non-contested		8	10	12	24
Percentage of cases to appeal		0.01%	0.01%	0.01%	0.08%
Percentage of formal representations that go to appeal					2.29%
Percentage of appeals allowed in favour of the appellant		33.33%	24.00%	52.00%	31.03%
Percentage of appeals dismissed		48.15%	28.00%	24.00%	27.59%
Percentage of appeals to Traffic Penalty Tribunal that are not contested and reasons		29.63%	48.00%	48.00%	41.38%

- The number of formal Appeals made increased over previous years, but still remains very low indeed.

- The number of formal Appeals where the Appellant was successful decreased slightly but because there are very few in total this statistic has never been very reliable. The total number of formal Appeals is still less than 0.1% of all cases.

Comparison with 2012/13		2013/14 figures		
		On Street 2013/14	Off Street 2013/14	CCTV (included in columns to the left)
On Street 2012/13	Off Street 2012/13	50	8	0
		13	3	0
		21	3	0
		0.10%	0.04%	0
		2.63%	1.27%	0
		24%	25%	0
		26%	37.50%	0
		42%	37.50%	0

- The number of cases which were not contested is not significant in comparison with the total number of PCNs issued. A non-contest usually occurs where further evidence comes to light before the time of the Appeal.

Table 5

OTHER

Description	Without EFDC like-for-like			With EFDC like for like	
	Total 2010/11	Total 2011/12	Total 2012/13	Total 2012/13	2013/14
Percentage of PCNs taken to Court Order	9.98%	3.54%	11.90%	11.90%	8.0%
Number of CEOs employed	63	63	72	72	59
Average number of appeals per officer		42.90%	34.20%	34.20%	98.31%

Comparison with 2012/13		2013/14 figures		
On Street 2012/13	Off Street 2012/13	On Street 2013/14	Off Street 2013/14	CCTV (included in columns to the left)
		9.42%	7.16%	0%

- The number of cases taken to Court Order decreased slightly over previous years. A backlog of cases was held at earlier stages during the year which has affected this year's percentages.

- The number of CEOs employed decreased slightly with the reorganisation of the service.

- Average appeals per officer decreased – the calculation reflecting due to the number employed.

Financial

Parking Income and Expenditure Account for The North Essex Parking Partnership.

On Street

On-street Account	2013/2014 Actual to date	2013/2014 Budget to date	2013/2014 Variance to date	Note	
Expenditure					
Direct costs					
Employee costs:					
Management	58	55	3		Parking Services Mgt Team staff costs
CEOs & Supervision	1,031	1,162	(131)	A	CEOs & Supervisor staff costs
Back Office	266	270	(4)		Back Office staff costs
TRO's	80	80	-		TRO team staff costs
Premises costs	10	9	1		R&M budget (small expenditure anticipated)
Transport costs (running costs)	29	24	5		Fuel, public transport etc
Supplies & Services	195	228	(33)	B	General expenditure
Third Party Payments	41	28	13	C	Chipside and TEC bureau costs
	1,710	1,856	(146)		
Non-direct costs					
Accommodation	62	64	(2)		Accommodation
Other Support Services	134	149	(15)		Accountancy, HR, insurance, HoS, etc
Cash Office & Receipting & Postage	45	33	12	D	Cash Office & postage
Communications	14	20	(6)		Communications
Fleet contract hire	54	54	-		Fleet costs
IT	73	76	(3)		IT costs
	382	396	(14)		
Total Expenditure	2,092	2,252	(160)		
Income					
Penalty Charges (PCNs)	(1,649)	(1,713)	64	E	PCNs
Parking Permits/Season Tickets	(431)	(386)	(45)	F	Visitor Permits / Season tickets
Parking Charges (P&D etc)	(158)	(158)	-	G	Pay & Display charges
Other income	(6)	-	(6)	H	Misc reimbursements from partners
Total Income	(2,244)	(2,257)	13		
Deficit / (Surplus)	(152)	(5)	(147)		
transfer to reserve					
	Notes				
	A Savings in enforcement staff costs, net of severance pay (70% attributable to on-street account).				
	B Cost pressure on debt registration fees.				
	C Chipside and Patrol costs				
	D Cost pressure on postage.				
	E Income from penalty charge notices - projection based on recent trends.				
	F Income from season tickets / permits expected to be slightly above budget for the year.				
	G Income from P&D expected to be slightly down due to proposed changes at Harwich Quay.				
	H Income in respect of consultancy works carried out by Parking Manager.				

More information

Correspondence and the Business Unit

The Partnership processed 15,962 items of correspondence including 5,365 web challenges, 2,268 paper challenges, 168 web reps, 1,359 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 27,535 items of correspondence sent out relating to PCNs including 4,937 Charge Certificates, 7,834 Notices to Owners, 4,350 Orders for Recovery and 871 Postal PCNs.

Traffic Penalty Tribunal “Appeal” statistics

The table below describes the 25 cases which were taken to Appeal (in front of an Independent Parking Adjudicator) and the outcomes of the cases. Just 0.02% of all PCNs issued (25 out of 59,517) ended up at formal Appeal.

Authority	Total to Appeal	Allowed	No Contest	Dismissed	Order by Consent	Pending
Braintree	5	3	2	0	0	0
Colchester	7	0	2	4	1	0
Harlow	4	1	2	1	0	0
Tendring	4	1	2	1	0	0
Uttlesford	3	1	2	0	0	0
Epping	2	0	2	0	0	0
Totals	25	6	12	6	1	0

Totals	for motorist	18	for council	7
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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.

Other Relevant References

Documents

Department for Transport: Guidance on the inspection and enforcement of blue badges for police, traffic wardens, local authority parking attendants, civil enforcement officers and issuing local authorities.

Code of Practice for Traffic Enforcement Centre, Northampton; CCTV user group; and so on.

Special Report: Parking Enforcement by Local Authorities.

Advice and Guidance from the Local Government Ombudsmen. December 2004.

A Review of Decriminalised Parking Enforcement for the British Parking Association by Richard Childs, June 2005.

RTA1991	Road Traffic Act 1991 – superseded by TMA2004 on 31/03/2008
RTRA1984	Road Traffic Regulation Act 1984
TMA2004	Traffic Management Act 2004

Web Site

www.parkingpartnership.org

The North Essex Parking Partnership's host authority and its client authorities are members of the British Parking Association

Glossary

BPA	British Parking Association
CPE	Civil Parking Enforcement
CEO	Civil Enforcement Officer
NEPP	North Essex Parking Partnership
Off Street Car Parks (District Council)	
OG	Operational Guidance
On Street County Highway (roadside parking)	
PEP	Parking Enforcement Policy
POP	Parking Service Operational Protocols
PCN	Penalty Charge Notice
SG	Statutory Guidance



End Notes and Sources

ⁱ 'The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions', DfT, February 2008.

This guidance is issued under section 87 of the TMA. Under section 87, local authorities must have regard to the information contained in the guidance.

ⁱⁱ 'Operational Guidance to Local Authorities: Parking Policy and Enforcement', DfT, March 2008 (Second impression with minor amendments - May 2008).

Report to: On-Street report to Joint Committee, Parking Partnership

Date: 16 October 2014

Subject: North Essex Parking Partnership Operational Report

Author: Lou Belgrove, NE Parking Partnership

Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

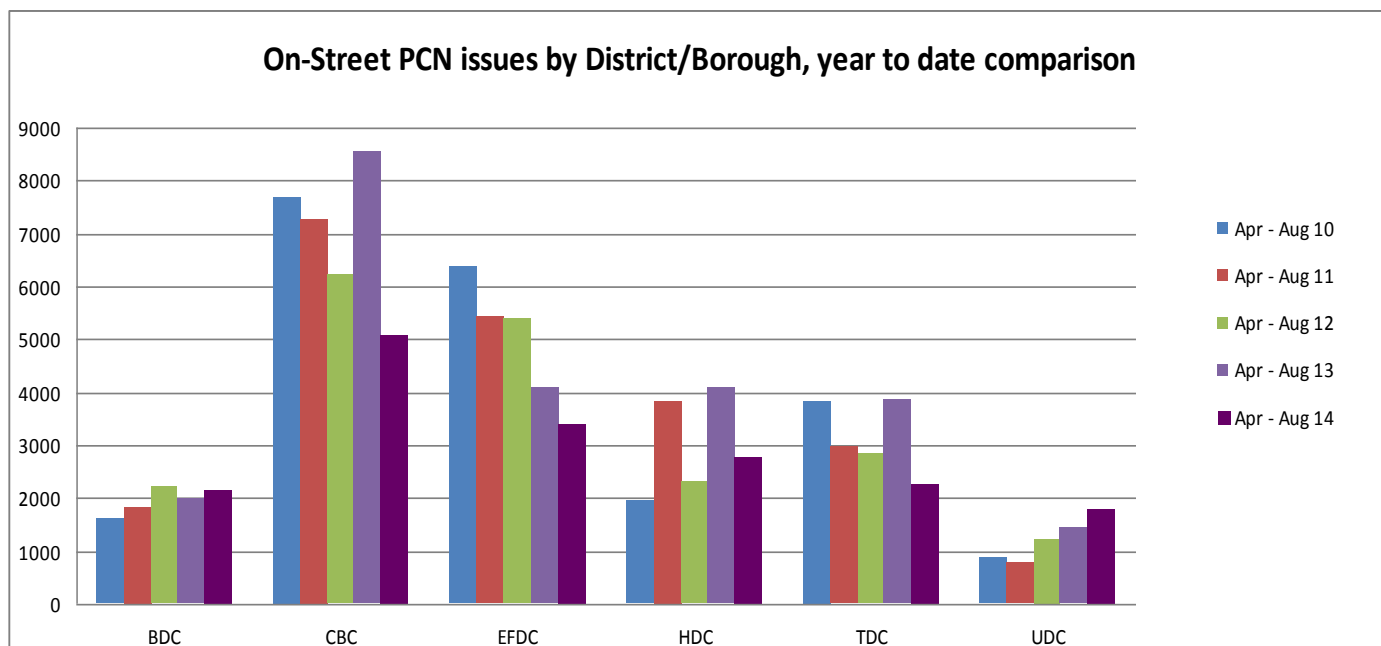
1. Introduction and Purpose of Report

- 1.1 The report gives Members an overview of operational progress since June 2014.
- 1.2 The report is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

2. Detailed considerations

2.1 On - Street Performance measures

2.1.1 The following graph shows the issue rate of all Penalty Charges for the on-street parking function, with a year to date comparison. Appendix 1 shows month on month statistics for each District.



2.1.2 In the Central districts PCN levels have continued to increase – this is due to measures that have been implemented including better deployment of available staff and more intelligent enforcement. The 70/30 split has been addressed allowing on-street enforcement to take priority.

2.1.3 The Eastern districts numbers have suffered due to the depleted numbers of CEOs. Both sickness absence and a decrease in the number of employed staff has played a large part in this reduction. Recruitment is currently being carried out to return to the full compliment of staff (across all districts).

2.1.4 The Western districts have also seen a decline in the number of PCNs issued, again due to restricted levels of enforcement staff. Better deployment of available staff and more intelligent ways of working are being considered in order to help address the decline in PCN numbers. Work is being carried out with client officers to try and establish a welfare base in Epping Forest District which would allow officers to spend less time travelling from district to district in rest periods.

2.2 CCTV Vehicle

2.2.1 Work is continuing with the supplier and contractor to the refine the issues with the vehicle's communication and processing software as previously discussed at prior meetings.

2.2.2 All cases received are continuing to be reviewed by senior officers to ensure compliance and correct operation with the new process.

2.2.3 The table shows the numbers relevant to each district and an overall total:

Since Jan 2014	Braintree	Colchester	Epping Forest	Harlow	Uttlesford	Total
No of reviewed cases sent to NEPP by review station*	86	80	73	187	38	464
No of cases progressed by NEPP**	47 (54.7% conversation rate from cases sent from review station)	17 (21.3% conversation rate from cases sent from review station)	32 (43.8% conversation rate from cases sent from review station)	51 (27.3% conversation rate from cases sent from review station)	17 (44.7% conversation rate from cases sent from review station)	164 (35.3% conversation rate from cases sent from review station)
Penalty Charge Notices paid	32 (68.1% of all cases progressed by NEPP)	12 (70.6% of all cases progressed by NEPP)	15 (46.9% of all cases progressed by NEPP)	31 (60.8% of all cases progressed by NEPP)	9 (53% of all cases progressed by NEPP)	99 (60.4% of all cases progressed by NEPP)
Cases elsewhere in the process (awaiting payment, at DVLA)	8	1	10	10	1	30

*Review Station – Evidence packs submitted by the car are reviewed to deem whether a contravention had in fact taken place. If deemed to be a "good" case – the file is transferred into the NEPP's notice processing software.

**Cases progressed by NEPP – Cases reviewed by a trained, experienced NEPP officer to ensure that case is seen to be a valid PCN. Case is converted into a PCN NtO (Regulation 10 PCN, sent through the post) and sent to the DVLA for the vehicle keeper details.

2.2.4 Of the 164 PCN NtOs (Notices to Owner) sent resulting from evidence collected by the car, 76 of these were in relation to vehicles parked in contravention outside schools. Of the 76 issued for the school related contraventions, 53 of these have since paid in full.

2.3 MiPermit

- 2.3.1 Work on the roll out of the on–street resident element of the system had been suspended due to the implementation of the Colchester Resident Parking Review. Due to the level of resource necessary to ensure a smooth transition from the old schemes to the new zones, alongside other Business Unit operational changes (new telephony, new windows software and cash counting responsibilities) it has not been possible to give the project the time and dedication necessary since the last meeting.
- 2.3.2 With the Colchester scheme now complete, work will now commence once again to ensure that prior to the end of the calendar year, the Eastern districts' residents will be able to purchase their resident permits via the self-serve system with the remaining districts due to be implemented prior to the end of the financial year.

2.4 Back Office/Business Unit

- 2.4.1 Email challenge responses – Officers are continuing to make use of the new feature. Since introduction in May 2014, of the 4380 responses sent to informal pre-NtO challenges, 1910 have been sent via email (43%). Team Leaders will work with officers to increase this percentage to try and ensure maximum efficiencies.
- 2.4.2 New Telephony – CBC have recently introduced a new telephony system which has meant having to overcome challenges and changes to the way we work. However, officers have been extremely supportive and patient during the roll out and all new systems are now in place and operating.
- 2.4.3 New software – Windows 7 and Office 10 have also recently been deployed by CBC. Again this has meant that officers have had to adapt to new ways of working to accommodate the new systems.

2.5 Disabled Residents – Entitlements.

- 2.5.1 As requested by Members at the last meeting, the below table describes the parking concessions available to disabled motorists (generally Blue Badge holders) in regard to discounted or free of charge parking on-street.

	On-street concessions available:
Braintree	1 x FOC Annual Resident Permit – with proof of receipt of higher mobility component of DLA – Allows them to park in resident bays within the relevant scheme. <i>Issued 39 permits in 2013/14</i>
Colchester	1 x FOC Annual Resident Permit – With proof of blue badge ownership/mobility vehicle/ disability that restricts mobility. – Allows them to park in resident bays within the relevant scheme. <i>Issued 53 permits in 2013/14</i>
Epping Forest	Disabled Badge holders FOC - Allow blue badge holders to park within resident bays with a valid blue badge on display.
Harlow	1 x FOC Disabled Permit - available to blue badge holders or nominated drivers for Harlow residents only. Allows them to park within the resident zones and Council owned car parks without having to display the blue badge. <i>Issued 82 permits in 2013/14</i>
Tendring	1 x FOC Annual Resident Permit – with proof of Blue Badge – Allows them to park in resident bays within the relevant scheme. <i>Issued 11 permits in 2013/14</i>
Uttlesford	1 x FOC Annual Resident Permit – with proof of Blue Badge – Allows them to park in resident bays within the relevant scheme. <i>Issued 5 permits in 2013/14</i>

2.6 *Future work*

- 2.6.1 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.

Appendix 1 to Operational Report 16/10/2014

On Street PCNs by month, per District/Borough

	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC	
Apr-10	369	1605	1142	446	424	159		Apr-12	434	1195	1074	362	566	194	
May-10	359	1555	1437	391	767	177		May-12	379	1388	1200	422	484	202	
Jun-10	301	1471	1271	347	789	142		Jun-12	389	1171	940	540	525	236	
Jul-10	289	1293	1380	397	1108	172		Jul-12	474	1225	1091	509	596	275	
Aug-10	262	1758	1143	380	734	199		Aug-12	525	1249	1076	449	667	308	
Apr - Aug 10	1580	7682	6373	1961	3822	849	22267	Apr - Aug 12	2201	6228	5381	2282	2838	1215	20145
Sep-10	321	1596	1283	386	607	207		Sep-12	504	1375	723	369	361	261	
Oct-10	323	1981	1284	473	738	249		Oct-12	448	1491	749	603	376	294	
Nov-10	339	2057	1554	897	617	293		Nov-12	431	1631	656	818	432	312	
Dec-10	235	1151	1105	490	314	94		Dec-12	459	1515	603	760	539	209	
Jan-11	286	1803	1448	692	506	132		Jan-13	467	1565	576	535	470	258	
Feb-11	263	1464	1151	795	453	149		Feb-13	570	1799	723	545	575	262	
Mar-11	290	1360	1222	543	216	118		Mar-13	437	1804	905	744	865	256	
FY 10-11	3637	19094	15420	6237	7273	2091		FY 12-13	5517	17408	10316	6656	6456	3067	
Apr-11	298	1441	1081	700	593	139		Apr-13	444	1790	857	685	921	265	
May-11	383	1483	1079	837	464	146		May-13	373	2132	947	781	1002	263	
Jun-11	321	1449	1058	900	497	139		Jun-13	385	1519	802	858	736	324	
Jul-11	344	1556	1154	853	747	149		Jul-13	446	1782	748	880	727	322	
Aug-11	484	1340	1059	543	667	196		Aug-13	337	1331	741	892	461	278	
Apr - Aug 11	1830	7269	5431	3833	2968	769	22100	Apr - Aug 13	1985	8554	4095	4096	3847	1452	24029
Sep-11	483	1257	1223	567	489	195		Sep-13	382	1154	661	610	372	274	
Oct-11	467	1620	1250	670	588	214		Oct-13	351	1234	858	566	523	212	
Nov-11	364	1214	1319	751	437	186		Nov-13	359	1250	940	783	549	333	
Dec-11	314	1123	1404	703	364	163		Dec-13	360	1078	884	682	326	273	
Jan-12	403	1141	1287	679	445	164		Jan-14	423	984	854	583	338	423	
Feb-12	246	843	1099	451	302	126		Feb-14	345	1191	659	522	301	250	
Mar-12	321	1157	1260	295	487	147		Mar-14	310	1224	768	630	484	283	
FY 11-12	4428	15624	14273	7949	6080	1964		FY 13-14	4515	16669	9719	8472	6740	3500	
								Apr-14	368	910	729	453	367	307	
								May-14	486	1021	746	633	500	362	
								Jun-14	479	926	538	461	357	369	
								Jul-14	339	927	747	671	434	345	
								Aug-14	472	1285	624	565	612	402	
								Apr - Aug 14	2144	5069	3384	2783	2270	1785	17435

Report to: NEPP Committee
Date: 16th October 2014
Subject: TRO Update and Schemes for Approval
Author: Trevor Degville & Shane Taylor
Presented by: Trevor Degville

1.0 Introduction

- 1.1 The report gives an update on the technical teams activities. Members of the committee are also asked to decide if they wish to approve schemes from the list below for potential implementation as traffic regulation orders.
- 1.2 Prior to implementation the schemes would need to be advertised in the required legal manner and any objections considered and responded to. Approval by the committee does not therefore guarantee that the proposal will become a sealed traffic Order.

2.0 Traffic Regulation Orders

- 2.1 The technical team has successfully implemented a series of new traffic regulation orders across the member districts. These are broken down into districts below.
- 2.2 Tendring District

Road	Type of Restriction
Ravensdale Clacton on Sea	Revocation of waiting restrictions
Rochford Way, Clacton on Sea	Waiting restrictions
Garden Road, Clacton on Sea	Waiting and Loading restrictions
Main Road Dovercourt	Waiting restrictions
Colchester Road, Wix	School entrance restrictions
Walton Road, Clacton on Sea	School entrance restrictions
Hadleigh Road Frinton on Sea	School entrance restrictions

2.3 Uttlesford District

Road	Type of Restriction
High Street Saffron Walden	Waiting and loading restrictions
Normansfield Great Dunmow	Waiting restrictions
Station Road Saffron Walden	Waiting restrictions
Bullfields Newport	Waiting restrictions
Braintree Road Watchhouse Green	School entrance markings
School Lane Henham	School entrance markings
High Street Elsenham	School entrance markings
South Road Saffron Walden	School entrance markings
High Street Hatfield Broadoak	School entrance markings
School Street Great Chesterford	School entrance markings

2.4 Braintree District

Road	Type of Restriction
Coach House Way Witham	Waiting/Loading Restrictions and GVL Bay
Masefield Road Braintree	Waiting Restrictions
Milton Avenue Braintree	Waiting Restrictions
Century Drive Braintree	Waiting Restrictions
Spa Road Witham	School Entrance markings

2.5 Epping Forest District

In the Epping Forest District a temporary order has been put in place to make enforceable parking and waiting restrictions in Palmerston Road, Buckhurst Hill. This replaces a previous order that expired in 2009. Since that time the road has not been enforceable, this was known in the area and was affecting some motorists parking behaviour.

2.6 Colchester Borough Council

The Colchester resident permit parking review has been concluded. This involved an area covering approximately 7400 properties. There has been a restructuring of the previous permit schemes to create 13 new areas and greater mobility for residents between oversubscribed areas to other areas where there is less pressure on the available parking spaces. Where appropriate, signage has been installed to allow permit holder parking only past certain points, which in addition to reducing street furniture clutter will also require less maintenance costs in the long run due to the reduced signage and line repairs required.

3.0 Currently Advertised Schemes

In addition to sealing the orders for the parking and waiting restrictions shown above, the technical team has also advertised notices of

intention in the below areas and will be implementing these at a later date subject to objections received in the formal consultation period.

3.1 Uttlesford District

Road	Type of Restriction
Venmore Drive Great Dunmow	Waiting Restrictions
Star Lane Great Dunmow	Resident Permit Parking
Lower Street Stansted Mountfitchet	Amendments to allow dual use Permit/limited waiting bays
B1053 Great Sampford	School Entrance Markings

3.2 Epping Forest District

Road	Type of Restriction
York Crescent Loughton	Waiting restrictions
Pump Hill Loughton	Waiting restrictions
York Hill Loughton	Waiting restrictions
Kings Green Loughton	Waiting restrictions
Roundhills Waltham Abbey	Waiting restrictions
Roding Lane Chigwell	Waiting restrictions
Harwater Drive Loughton	Waiting restrictions
Sealey Avenue Loughton	Waiting restrictions
Millsmead Way Loughton	Waiting restrictions
Honey Lane Waltham Abbey	Waiting restrictions
Shernbroke Road Waltham Abbey	Waiting restrictions
Queens Road Loughton	Waiting restrictions
Staples Road Loughton	Waiting restrictions and GVLO bay
Ashlynd Road Epping	Waiting restrictions and resident permit holders
St Johns Road Epping	Waiting restrictions and resident permit holders
Coronation Hill Epping	Waiting restrictions and resident permit holders
Lower Swaines Epping	Waiting restrictions
Centre Avenue Epping	Waiting restrictions and resident permit holders
Chapel Road Epping	Resident permit holders
Bower Vale Epping	Resident permit holders
Centre Green Epping	Resident permit holders

3.3 Braintree District

At the time of writing the consultation for the introduction of a resident permit scheme in The Grove estate, Witham and Manor Street, Braintree, has been completed and the introduction of the schemes is being organized for late October and early November respectively.

3.4 Colchester Borough

A small residents permit parking scheme in Eight Ash Green is currently being advertised.

4.0 Harlow District

The below schemes have been advertised and orders sealed and operational dates are planned in October.

Road	Type of Restriction
Oldhouse Croft	Waiting restrictions
Hookfield/Tawney Road	Waiting restrictions
Hodings Road/Parkmead	Amend waiting/loading restrictions
Hobtoe Road	Amend waiting restrictions
Hart Road/Old Road	Waiting restrictions
Brays Mead	Waiting restrictions

5.0 Schemes for approval

- 5.1 The latest list of schemes for consideration by members for approval can be found in the appendix to this report. Schemes that have been rejected or approved previously have been removed from this list.

Schemes for Approval at Joint Parking Committee on 16th October

Uttlesford District

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
10024	Uttlesford	Hawthorne Close - Takely	Waiting restrictions		D	10/04/2013
10032	Uttlesford	Rowntree Way/Pleasant Valley- Saffron Walden	Waiting restrictions near Tesco entrance		D	08/01/2014
10040	Uttlesford	Chequers Lane-Gt Dunmow	School based parking			
10041	Uttlesford	Hatfield Heath	Junction protection			
10042	Uttlesford	Hall Road-Eisenham	Waiting restrictions			
10043	Uttlesford	Beaumont Hill-Gt Dunmow	Waiting restrictions			
10044	Uttlesford	Maitland & Manor Road-Stansted	Junction protection for bus route			
10045	Uttlesford	New Street Great Dunmow	Install limited waiting bays			
10046	Uttlesford	Museum Street Great Dunmow	Amend limited waiting to dual use			
10047	Uttlesford	East Street Saffron Walden	Waiting/clearway restrictions			

Braintree District

20006	Braintree	Rosewood Business Park-Witham	Waiting Restrictions		D	18/10/2012
20025	Braintree	Vicarage Avenue-White Notley	Waiting Restrictions		D	18/10/2012
20036	Braintree	Mill Chase-Halstead	Waiting Restrictions		D – Monitor	18/10/2012
20054	Braintree	Sarcel-Sisted	Waiting restriction – junction protection		D	08/08/2013
20059	Braintree	Nicholls Grove	Commuter parking problem		D	08/08/2013
20063	Braintree	Tey Road-Earls Colne	Resident Permit Parking		D	08/08/2013
20065	Braintree	Station Road- Sible Hedingham	Waiting Restrictions		D	08/08/2013
20075	Braintree	Rosemary Avenue	Resident Permit Parking		D	08/08/2013
20077	Braintree	Marlborough Road (Gt Bradford school)-Braintree	Waiting restrictions at school entrance		D	08/01/2014
20079	Braintree	Convent Hill/Lane-Braintree	Waiting restrictions		D	08/01/2014
20080	Braintree	Hedingham Road-Halstead	Waiting restrictions-driveway access		D	08/01/2014
20082	Braintree	Bridge End Lane/Cuckoo Way Great Notley, (From Austin Gingell of Cuckoo Way)	Waiting Restriction - 1 hour am & 1 hour pm		D	08/01/2014
20085	Braintree	Witham Ind Estate-Freebournes Rd	Various sites			
20086	Braintree	Western Road-Silver End	Waiting restriction			
20087	Braintree	Forest Road-Witham	Waiting restriction			
20088	Braintree	Yew Close-Witham	Waiting restriction			
20089	Braintree	Avenue Rd-Witham	Amendments to restrictions-request			

			previously refused			
20090	Braintree	Vaughan Close, Braintree	Waiting restrictions in turning hammerhead-residential dispute			
20091	Braintree	Panfield Lane (McIntyre)	Residents parking			
20092	Braintree	Valentine Court-Braintree	School based parking			
20093	Braintree	Keeble Way-Braintree	Waiting restrictions			
20094	Braintree	River view-Witham	Waiting restrictions			
20095	Braintree	High Street-Kelvedon	Waiting restrictions			
20096	Braintree	Oak Road-Rivenhall	Limited waiting			
20097	Braintree	Armond Road-Witham	Junction protection			
20098	Braintree	Morley Road-Halstead	Residents parking			
20099	Braintree	Maltings Court-Witham	Waiting restrictions-school based parking			
20100	Braintree	St Peters Road-Coggeshall	Waiting restrictions			
20101	Braintree	Cressing Rd-Witham	Extension to current school restrictions			

Harlow District

30009	Harlow	Harbuts Road	Waiting Restrictions		D	10/04/2013
30012	Harlow	Traceys Road	Resident Permit Parking		D	10/04/2013
30013	Harlow	Spinning Wheel Mead	Waiting Restrictions		D	10/04/2013
30014	Harlow	Conyers	Waiting/Stopping Restrictions		D	10/04/2013
30016	Harlow	Hollyfields	Resident Parking		D	10/04/2013
30017	Harlow	School Lane	Resident Parking		D	10/04/2013
30018	Harlow	Netteswell Tower/School Lane	Car parking blocking cycle track (commuters)		D	10/04/2013
30019	Harlow	Roman Vale/Manor Road	Requested permit zone		D	10/04/2013
30021	Harlow	Colt Hatch	Requested parking scheme			10/04/2013
30022	Harlow	Hammarskjold Road	Local resident requested that the bus parking bays are reduced, these bays have only been in place for 2 years. The local authority do not support this request, the stop over bays were installed to support local bus operators		D	10/04/2013
30023	Harlow	Oxleys	Requested parking control/possibly permits		D	10/04/2013
30024	Harlow	Perry Road -Enterprise House	Blocked entrance, possible lining		D	10/04/2013
30027	Harlow	New Hall	Parking near football field		D	10/04/2013
30028	Harlow	Church Langley	Tesco access road and zebra crossing		D	10/04/2013
30034	Harlow	Harlow Mill Station	Viability of on street pay and display, there is a lack of parking spaces at the		D	10/04/2013

			station			
30035	Harlow	College Square	Introduce short term P&D parking		D	10/04/2013
30036	Harlow	Tawneys Road (school)	Addition to school restriction-requester has been contacted as current restrictions deemed adequate		D	08/01/2014
30037	Harlow	Priory Avenue	Waiting restrictions		D	
30038	Harlow	School Lane	Waiting restrictions-junction protection		D	08/01/2014
30040	Harlow	Morningtons	Waiting restrictions to prevent driveway access issues?			
30041	Harlow	Pyenest Road	Waiting restrictions at various points along the road			
30042	Harlow	Waterhouse Moor	Junction Protection			
30043	Harlow	Bishops Field	Residents Parking Scheme	Y		
30044	Harlow	Clifton Hatch	Residents Permit Scheme	Y		
30045	Harlow	Ryecroft	Waiting Restrictions			
30046	Harlow	The Drive	Introduction of parking bays			
30047	Harlow	Millfield	Introduction of parking bays			
30048	Harlow	The Seeleys	Waiting restrictions and resident parking			
30049	Harlow	Downes School	Amendment to permit scheme around school			
30050	Harlow	The Hill Cooks Spinney	Waiting restrictions			

Colchester Borough

40016	Colchester	Bristol/Wells & Carlisle Close	Waiting Restrictions		D – Monitor	18/10/2012
40051	Colchester	Athlestan Road	Resident Parking		D	10/04/2013
40069	Colchester	Mile End Road	Loading Bay	Y - £1000	D	10/04/2013
40078	Colchester	North Hill	Residents Parking		D	08/01/2014
40079	Colchester	St Christopher Road	Additional restrictions close to shops		D	08/01/2014
40086	Colchester	Maldon Road	Resident Parking		D	08/01/2014
40088	Colchester	Catchpool Road	Waiting restrictions/residents parking		D	08/01/2014
40091	Colchester	Grimstone Road			D	08/01/2014
40094	Colchester	Ambrose Avenue	Waiting restrictions close to doctors surgery			
40095	Colchester	Hamilton Rd school	Intro of loading bay for school deliveries			
40097	Colchester	Myland Primary school	Extension to school zigzag			
40098	Colchester	Lexden Rd-The Grange	Waiting restrictions			
40099	Colchester	Layer de la Haye school	Extension to school restriction			
40100	Colchester	Layer Road	Waiting restrictions close to new Tesco's site			
40101	Colchester	London Road-Copford	Waiting restrictions for driveway access issues			

40102	Colchester	Anthony Close	Junction protection			
40103	Colchester	Barn Hall Avenue	Extension to junction protection			
40104	Colchester	High Street-Station Road-Wivenhoe	Waiting restrictions			
40105	Colchester	Harwich Road	Waiting restrictions			

Tendring District

24	Tendring	Clarkes Road – Dovercourt	Waiting restriction and junction protection as parked vehicles causing line of site issues		D	08/03/2012
26	Tendring	Milton Road- Lawford	Junction protection due to parked vehicles obstructing junction exit		D	08/03/2012
27	Tendring	Station Road- Lawford	Station Road Lawford from Riverside Avenue West to Victoria Crescent (commuter parking)		D	08/03/2012
28	Tendring	Trinity Street- Mistley	Waiting Restriction-free flow of traffic and motorist site line (obo Manningtree TC)		D	08/03/2012
46	Tendring	Martello Road, Walton	Residents parking request		D	08/03/2012
50004	Tendring	School Road, Elmstead Market	School Restriction		D	18/10/2012
50005	Tendring	Pathfield Road	School Restriction		D	18/10/2012

50010	Tendring	Primrose Road	School Restriction		D	18/10/2012
50013	Tendring	High Street, Mistley	Waiting restrictions – junction protection		D	18/10/2012
50014	Tendring	Waldegrave Way, Colchester Road, Lawford	Waiting restrictions		D	18/10/2012
50015	Tendring	Main Road – Upper Dovercourt	Introduction of limited waiting bays		D	18/10/2012
50017	Tendring	Hordle Street	Resident permit parking		D	18/10/2012
50028	Tendring	Harwich and Dovercourt	Taxi Parking		D	18/10/2012
50032	Tendring	Promenade Way, Brightlingsea	Waiting Restrictions		D	18/10/2012
50034	Tendring	Key Road	Residents parking		D	18/10/2012
50036	Tendring	West Street	Residents Parking		D	18/10/2012
50042	Tendring	School Road, Great Oakley	School based parking		D	10/04/2013

50049	Tendring	Chingford Avenue, Clacton	Waiting restrictions to prevent school based parking		D	10/04/2013
50050	Tendring	Colchester Road, Manningtree	Waiting Restrictions around bend to improve sight lines		D	10/01/2013
50052	Tendring	Carnavon Road, Clacton	No loading opposite social club to prevent traffic issues		D	10/04/2013
50057	Tendring	Garden Road, Jaywick	Remove limited waiting		D	10/04/2013
50079	Tendring	Victoria Street, Walton	Remove seasonal restriction			
50080	Tendring	Victoria Street/High Street, Brightlingsea	Change limited waiting from 30 mins to 2 hours			
50081	Tendring	Holland Road, Clacton	Waiting restriction extension			
50082	Tendring	Lawford Dale Estate	Remove bank holidays from waiting restriction			
50083	Tendring	Main Road, Harwich	Waiting restriction extension			
50084	Tendring	Williamsburg Avenue, Harwich	Junction protection waiting restrictions			

50085	Tendring	Seafield Road/The Drive, Harwich	Removal of seasonal restrictions			
50086	Tendring	Highfield Avenue, Harwich	Waiting restrictions/residents parking			
50087	Tendring	Watson Road/Herbert Road, Clacton	Residents parking			
50088	Tendring	Holland Park School	Alteration to school restriction times			
50089	Tendring	Church Road, Thorrington	School based parking			
50090	Tendring	Dean Hill Avenue	School based parking			
50091	Tendring	Portabello Road	Residents parking			

Epping Forest District

60000	Epping Forest	Algers Mead- Loughton	Residents Parking		D	18/10/2012
60003	Epping Forest	Sewardstone Road-WA	Waiting Restrictions		D	18/10/2012
60005	Epping Forest	Rodings Garden-Loughton	Waiting Restrictions		D	18/10/2012
60006	Epping Forest	Loughton Station	Waiting Restrictions		D	18/10/2012
60007	Epping Forest	Fairmeads-Loughton	Waiting Restrictions		D	18/10/2012
60008	Epping Forest	Audley Gardens-Loughton	Waiting Restrictions		D	18/10/2012
60010	Epping Forest	Pentlow Way-Loughton	Waiting Restrictions		D	18/10/2012
60011	Epping Forest	Norman Close-Waltham Abbey	Waiting Restrictions		D	18/10/2012
60014	Epping Forest	Marjorams Avenue/Hill Top-Loughton	Waiting Restrictions		D	18/10/2012
60015	Epping Forest	Beaconfield Road-Epping	Waiting Restrictions		D	18/10/2012
60016	Epping Forest	Beaconsfield Avenue-Epping	Waiting Restrictions		D	18/10/2012
60018	Epping Forest	Queens Road-Buckhurst Hill	Change to P&D Machines Times		D	18/10/2012
60019	Epping Forest	Willow Tree Close-Abridge	Waiting Restrictions		D	18/10/2012
60020	Epping Forest	Alderwood Drive	Waiting Restrictions		D	18/10/2012

60021	Epping Forest	Hornbeam Road-Theydon Bois	Waiting Restrictions		D	18/10/2012
60022	Epping Forest	Green Walk -Ongar	Waiting Restrictions		D	18/10/2012
60023	Epping Forest	Purlieu Way/Theydon Park	Waiting Restrictions/Residents Parking		D	18/10/2012
60025	Epping Forest	Pike Way-North Weald	Waiting Restrictions		D	18/10/2012
60026	Epping Forest	Hillyfields- Debden	Waiting Restrictions		D	18/10/2012
60027	Epping Forest	Merlin Way-North Weald	Waiting Restrictions		D	18/10/2012
60028	Epping Forest	Ongar Market	Relocate Market to Highway		D	18/10/2012
60029	Epping Forest	Taxi Bays (throughout district)	Introduce new sites		D	18/10/2012
60030	Epping Forest	The Uplands-Loughton	Waiting Restrictions		D	18/10/2012
60031	Epping Forest	Hartland Road-Epping	Waiting Restrictions		D	18/10/2012
60034	Epping Forest	Smarts Lane-Loughton	Waiting Restrictions/Residents Parking		D	18/10/2012
60035	Epping Forest	Epping New Road(Boleyn Court)-Buckhurst Hill	Waiting Restrictions		D	18/10/2012
60037	Epping Forest	Brooklyn Parade-Loughton	Limited Waiting		D	18/10/2012
60038	Epping Forest	Hazelwood-Loughton	Adjust recently implemented restrictions		D	18/10/2012
60039	Epping Forest	Goldings Road-Loughton	Waiting Restrictions		D	18/10/2012
60040	Epping Forest	Tycehurst Hill-Loughton	Waiting Restrictions		D	18/10/2012

60041	Epping Forest	Forest Edge-Buckhurst Hill	Waiting Restrictions		D	18/10/2012
60043	Epping Forest	High Road – Chigwell (Station)	Commuter Parking		D	10/04/2013
60044	Epping Forest	Coppice Row – Theydon Bois	Commuter Parking		D	10/04/2013
60045	Epping Forest	Ivy Chimneys Road-Epping	Resident permit parking		D	10/04/2013
60046	Epping Forest	Crossing Road-Epping	Resident permit parking		D	10/04/2013
60047	Epping Forest	Hemnal Street-Epping	Resident permit parking/Limited waiting		D	10/04/2013
60048	Epping Forest	Carrisbrook Close-Epping	Commuter Parking		D	10/04/2013
60049	Epping Forest	Lower Swaines-Epping	Restrictions to counter school based parking		D	10/04/2013
60050	Epping Forest	High Street -Epping	Loading Bay		D	10/04/2013
60051	Epping Forest	Pancroft – Abridge	Waiting restriction		D	10/04/2013
60052	Epping Forest	Hoe Lane – Abridge	Resident Permit Parking		D	10/04/2013
60054	Epping Forest	Monkswood Avenue/The Cobbins – Waltham Abbey	Verge Parking		D	10/04/2013
60055	Epping Forest	Harveyfields – Waltham Abbey	Resident permit parking		D	10/04/2013
60056	Epping Forest	Stradbroke Grove – Buckhurst Hill	Change in restrictions to combat commuter parking		D	10/04/2013
60057	Epping Forest	Scotland Road –Buckhurst Hill	Waiting restrictions		D	10/04/2013
60058	Epping Forest	Crownfield – Lower Nazeing	Commuter restrictions/Resident permit parking		D	10/04/2013
60059	Epping Forest	Ladywell Prospect – Sheering	Waiting Restriction		D	10/04/2013

60060	Epping Forest	Church Mead – Roydon	Waiting Restriction		D	10/04/2013
60061	Epping Forest	Smarts Lane/Forest Road – Loughton	Resident Parking		D	10/04/2013
60062	Epping Forest	High Gables – Loughton	Resident permit parking		D	10/04/2013
60063	Epping Forest	Forest Drive - Theydon Bois	Pavement Parking		D	10/04/2013
60064	Epping Forest	High Road – Chigwell (School)	School based/Commuter Parking		D	
60066	Epping Forest	Knighton Lane – Buckhurst Hill	Waiting Restrictions		D	10/04/2013
60067	Epping Forest	Theydon Park Road – Theydon Bois	Revocation of waiting restriction		D	10/04/2013
60068	Epping Forest	Glebe Road – Ongar	Waiting restriction		D	10/04/2013
60069	Epping Forest	Castle Street – Ongar	Waiting restriction		D	10/04/2013
60071	Epping Forest	River Road – Loughton Way – Buckhurst Way, Loughton	Waiting restrictions &c. (nr. Roding Valley Underground)		D	10/04/2014
60072	Epping Forest	Allnuts Road-Epping	Restrictions to prevent pavement parking		D	08/01/2014
60073	Epping Forest	The Drive -Loughton	Conversion of SYL to DYL near Morrisons		D	08/01/2014
60073	Epping Forest	Whitehills Road-Loughton	Waiting restrictions on bend near to school		D	08/01/2014
60074	Epping Forest	Bridge Hill-Epping	Extension of waiting restrictions		D	08/01/2014
60075	Epping Forest	Albany Court-Epping	Restrictions to prevent commuter parking		D	08/01/2014
60076	Epping Forest	Tudor Close -Chigwell	Restrictions to prevent commuter parking		D	08/01/2014
60077	Epping Forest	Harwater Drive- Loughton	Waiting restrictions – junction protection		D	08/01/2014

60078	Epping Forest	Monkswood Avenue	Waiting restrictions		D	08/01/2014
60079	Epping Forest	Pancroft Abridge	Waiting restrictions to assist bus assist		D	08/01/2014
60080	Epping Forest	Ladywell Prospect-Lower Sheering	Waiting restrictions to deter commercial vehicle parking		D	08/01/2014
60081	Epping Forest	High Road- Chigwell	Extension of waiting restrictions to stop commuter parking		D	08/01/2014
60082	Epping Forest	Eastbrook Road- Waltham Abbey	Resident parking		D	08/01/2014
60083	Epping Forest	Borders Lane-St Nicholas Place-Loughton	Waiting restrictions		D	08/01/2014
60084	Epping Forest	Albert Road (Sycamore House) Buckhurst Hill	Residents Parking or Limited waiting to deter commuter parking (to be absorbed into parking review)		D	08/01/2014
60085	Epping Forest	Albion Hill-Loughton	Extension to waiting restrictions		D	08/01/2014
60086	Epping Forest	Queens Road-Buckhurst Hill (145)	Adjustment to parking bay		D	08/01/2014
60087	Epping Forest	Queens Road-Buckhurst Hill (102-104)	Adjustment to parking bay		D	08/01/2014
60088	Epping Forest	Cleland Path-Loughton	Waiting restrictions-junction/pavement parking		D	08/01/2014
60089	Epping Forest	Blackmore Road-Buckhurst Hill	Waiting restrictions-junction parking		D	08/01/2014
60090	Epping Forest	High Street-Ongar (St Martins Mews)	Adjustment of parking bay		D	08/01/2014
60091	Epping Forest	Theydon Grove-Epping	Extension to residents parking bays		D	08/01/2014
60092	Epping Forest	Lower Park Road-Loughton	Waiting restrictions on bend		D	08/01/2014
60093	Epping Forest	Englands Lane-Loughton	Waiting restrictions		D	08/01/2014
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, North Weald	Waiting restrictions			
60097	Epping Forest	Courtland Drive, Chigwell	Waiting restrictions			
60098	Epping Forest	London Road-Potter Street	Waiting restrictions to deter car sharing parking			
60099	Epping Forest	Field Close-Abridge	Junction protection			
60100	Epping Forest	Lambourne Road-Chigwell	Junction protection			
60101	Epping Forest	Lower Park Road-Loughton	Res parking-waiting restrictions			
60102	Epping Forest	Green Glade-Theydon	Waiting restrictions			
60103	Epping Forest	Station Road-North Weald	Waiting restrictions			
60104	Epping Forest	Sheering Lower Road	Residents parking			
60105	Epping Forest	Algers Mead-Algers Close-Loughton	Junction protection			
60106	Epping Forest	Riverside Ave-Broxbourne	Junction protection			
60107	Epping Forest	Church Hill-Epping	Change of restriction			
60108	Epping Forest	Raymond Gardens Chigwell	Junction Protection			

NORTH ESSEX PARKING PARTNERSHIP (NEPP)

FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS AND REPORTS 2014-15

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	29 May 2014	5 June 2014 10-12pm Grand Jury Room, Town Hall, Colchester	26 June 2014 1.00 pm Grand Jury Room, Town Hall, COLCHESTER	Statement of Accounts	Steve Heath (CBC) 01206 282389
				Annual Governance Statement/ Risk Register (schedule high up the agenda)	Hayley McGrath (CBC) 01206 508902
				Budget Report 2013/14: Year End Actions	Matthew Young (CBC)
				Development Plan	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)
				Scheme Updates	Trevor Degville/Shane Taylor (PP)
				Free Permits Report	Lou Belgrove (PP)
Joint Committee for On/Off Street Parking	18 September 2014	25 September 2014 10-12pm Grand Jury Room, Town Hall, Colchester	16 October 2014 1.00 pm Council Offices London Road Saffron Walden	Election of Chairman for 2014/15	
				Wivenhoe Old Ferry Road Development	Trevor Degville (PP)
				Budget Update: 6 month position	Richard Walker/Louise Richards
				Budget 2015-16	Matthew Young/Louise Richards (CBC)
				Draft Annual Report	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
				TRO Schemes for approval Scheme Updates Review of Off-Street and Cash Collection arrangements Annual Return	Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Matthew Young Steve Heath
Joint Committee for On/Off Street Parking	13 November 2014	24 November 2014 10-12pm Grand Jury Room, Colchester Town Hall Colchester	11 December 2014 1.00 pm Epping Forest DC	Budget Update Budget 2015/16	Richard Walker/Louise Richards Matthew Young
Joint Committee for On/Off Street Parking	12 February 2015	19 February 2015 10-12pm S17, Rowan House Colchester	12 March 2015 1.00 pm Braintree	Budget Update TRO Schemes for Approval Scheme Update Policy Review Operational Report	Richard Walker/Louise Richards Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker (PP) Lou Belgrove (PP)

CBC / Parking Partnership Contacts

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North Essex Parking Partnership

Joint Working Committee Off-Street Parking

Council Chamber, Uttlesford District
Council Offices, Saffron Walden, CB11
4ER

16 October 2014 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 16 October 2014 at 1.00 pm

Council Chamber, Uttlesford District Council Officers, Saffron Walden

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Anthony Durcan (Harlow)
Nick Barlow (Colchester)
Rodney Bass (ECC)
Robert Mitchell (Braintree)
Gary Waller (Epping Forest)

Non Executive Members:-

Eddie Johnson (ECC)

Officers:-

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

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies Councillor Nick Barlow (Colchester) has sent his apologies and will be substituted by Councillor Martin Hunt		
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 Minutes of the 26 June 2014 meeting.		1-2
6. NEPP Off-Street service – costs of new service and financial update To consider the recommendation regarding the new service and note the financial update.	Matthew Young	3-7
7. Operational Report To consider and note the Operational Report for Off-Street Parking.	Lou Belgrove	8-10

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

**26 June 2014 at 3.00pm
Grand Jury Room, Town Hall, Colchester**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Nick Barlow (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: - Councillor Rodney Bass (Essex County Council)

Also Present: - Lou Belgrove (Parking Partnership)
Jason Butcher (Parking Partnership)
Richard Clifford (Colchester Borough Council)
Trevor Degville (Parking Partnership)
Steve Heath (Colchester Borough Council)
Joe McGill (Harlow District Council)
Hayley McGrath (Colchester Borough Council)
Samir Pandya (Braintree District Council)
Jo Parlett (Colchester Borough Council)
Andrew Taylor (Uttlesford District Council)
Richard Walker (Parking Partnership)
Leah Whitwell (Braintree District Council/Colchester Borough Council)
Matthew Young (Colchester Borough Council)

Apologies:- Qasim Durrani (Epping Forest District Council)

1. Election of Chairman

Councillor Mitchell was elected Chairman of the Joint Committee for Off-Street Parking for the 2014-15 municipal year.

2. Election of Deputy Chairman

Councillor Barker was elected Deputy Chairman of the Joint Committee for Off- Street Parking for the 2014-15 municipal year.

3. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for Off-Street Parking of 6 March 2014 be approved and adopted.

4. North Essex Parking Partnership Off-Street Financial Position at Year End 2013/14

Matthew Young, Colchester Borough Council, introduced a report setting out the financial position to date and the outturn for the off-street parking account. Matthew reported that a

surplus of £9000 had been generated. As this fell within the £50,000 surplus limit agreed at the Joint Committee meeting in January 2014, this would be held in a ring-fenced account to be offset against any deficits in subsequent years.

The Joint Committee welcomed the surplus but noted the large variance between budgeted and actual costs on Support and Services. This was largely due to MiPermit transaction costs. The Joint Committee stressed the need for these to be budgeted more accurately in future.

RESOLVED that the financial position to date and outturn for the NEPP off-street account, as attached to the report, be noted.

5. North Essex Parking Partnership Off-Street Service

Matthew Young, Colchester Borough Council, presented a report to the Joint Committee setting out details of the review of the off-street service. A new structure had been put in place and had been recruited to. It was now the intention to outsource the cash collection and cash counting service. This was a specialist function and outsourcing would allow the Partnership to concentrate on its core functions. There would be some one-off costs resulting from redundancies, which would impact on the current year's budget, but to an extent these would be offset by reductions in salary costs.

Matthew reported that he would work with client officers on the new arrangements and a report would be brought back to next meeting of the Joint Committee with further details and information about the financial impact of the proposals. The new structure would not now be in operation by 1 July 2014. In order to bring in the new structure at the earliest point, Matthew highlighted that it may be necessary to call a special meeting of the Joint Committee at short notice.

RESOLVED that the contents of the report be noted.

6. North Essex Parking Partnership Off-Street Operational Report

Lou Belgrove, Parking Partnership, presented the operational report for off-street parking.

The Joint Committee discussed the requirement recently imposed by government regulations for all authorities to publish the income from off-street car parking in order to increase transparency. It was agreed that it would be sensible for the NEPP to do this on behalf of the partner authorities and a pro-forma would be circulated to client officers.

RESOLVED that the operational report for off-street parking be noted.

Report to: Joint Committee, Parking Partnership

Date: 16 October 2014

Subject: **NEPP Off-Street service – costs of new service and financial update**

Author: Matthew Young, Head of Operational Services, Colchester Borough Council

Presented by: Matthew Young, Head of Operational Services, Colchester Borough Council

1. Summary

- 1.1 As advised to the Joint Committee at its meetings in March and June 2014 the off-street service has been fundamentally reviewed and a new structure put in place and recruited to. The cash collection and counting service has been outsourced to G4S.
- 1.2 Staff have now commenced their new duties as set out in the Business Case. The new staffing structure is set out in the following section.
- 1.3 This report sets out the financial situation as a result of the changes and the options to address the in-year deficit relating to the redundancies, both voluntary and compulsory, that resulted from the review. The recommended option for the Joint Committee to agree is set out in paragraph 3.9 along with a commitment to review the off-street contributions in future years.

2. Detailed considerations

- 2.1 Members will recall from the report at the NEPP Joint Committee in March that the principles of the proposed new structure are to include more generic technical roles; flexible working practices and the best use of the associated enforcement resources.
- 2.2 As well as the Technical Manager and Team Leader roles staff were appointed into the new Technical Officer roles and the final structure is as follows:

Name	Title
Trevor Degville	Technical Manager
Shane Taylor	Technical Team Leader
Paul Kent	Technical Officer
Robbie Bennett	Technical Officer
Dawn Mitchell	Technical Officer
Vic Cook	Technical Officer
Brendan Grant	Technical Officer
Paul Linehan	Technical Officer

2.3 Five staff were unsuccessful and were subject to compulsory redundancy or redeployment and two staff had requested voluntary redundancy through the process. There will be a negative impact financially in this financial year due to the costs of the redundancies. However this has been offset slightly by the reduction in salaries for the staff that will no longer be employed in the service.

2.4 The financial implications and options are set out in the financial section of this report along with the recommendations of officers for dealing with the deficit.

The new service

2.5 The overriding principle of the review was to create a single flexible technical team, with appropriate management, that provides a high quality, value for money and efficient service to the participating authorities in the North Essex Parking Partnership. To achieve these objectives and make the necessary improvements a shift in the way the teams was organised and managed was needed. Furthermore, it needed to adopt a structure and approach that enables it to respond to the business demands and be fit for purpose in the future.

2.6 The outcomes and success criteria were set out clearly before these changes commenced and these were:

- Streamlined processes providing more efficient delivery;
- Greater responsiveness to customers' needs;
- Higher satisfaction among customers and stakeholders;
- Reduction in costs;
- Higher levels of staff motivation and satisfaction;
- Improved skills and knowledge for all staff
- Improved management processes and staff management

2.7 Members will recall that the in-house cash transit and counting service required investment as the vehicles and equipment for staff were inadequate for the roles being performed. It was agreed that the best option for this was to outsource to a cash collection specialist who can deliver the safety improvements in the most efficient, economical and effective way over the long term.

2.8 This has been done successfully and G4S commenced the new service on 6 October 2014. The new service, with G4S collecting the cash from all parking machines and counting and paying this to the four authorities who contract for this service, has come in at a slightly less cost of the present service.

2.9 This has allowed the technical and operational teams to be combined to increase the resources for effective site work in relation to Traffic Regulation Order; signs and line maintenance and car park machine repairs.

2.10 The customer care aspects in the three main multi-storey car parks across the NEPP area in Braintree and Colchester will now be provided by the Central and East enforcement teams respectively. Changes will be made to these car parks to make best use of the staff resources

- 2.11 The increased resource for the TRO function will allow for schemes to be implemented quicker and improved turnaround on the correcting or renewing of signs, lines or traffic orders. This is in direct response to representations by all participating authorities and will support the excellent work done by Trevor Degville and Shane Taylor in establishing and delivering this important NEPP service.
- 2.12 Therefore, as a result of the changes and the implementation of the new service the success criteria set out above should be delivered and this will be monitored by managers over the coming months.

3. Financial implications

- 3.1 The good news is that the new service with G4S collecting the cash from all parking machines and counting and paying this to the four authorities who contract for this service has come in just slightly less than the costs of the present service. For comparison purposes the net costs of the service in the next financial year are:

2015/16 – Cash Collection in house - £380,000

2015/16 – Cash collection outsourced - £340,000

- 3.2 However, there is a large pressure in-year to fund the redundancies and pension strains for the seven staff that have taken voluntary redundancy, or were made compulsory redundant. The full cost of redundancies has a cost of just over £164,000 which is a one-off cost and not containable within the 2014/15 off-street budget.
- 3.3 The Partnership will need to consider the options it has for clearing this deficit as it cannot be met by the lead authority alone. As stated above it must be remembered that the Partnership would have had to find similar costs to upgrade the vehicles and staff equipment if the service had remained in-house.
- 3.4 From discussions with the Client Officers from the participating authorities and the senior officers of the NEPP the options that are available for client authorities in order to offset the additional short-term costs of the cash collection changes are as follows:
1. to pay this additional amount in 2014/15 as a one-off contribution;
 2. to increase client authority contributions to the off-street fund year on year by 1.5% in order to offset original cost and clear the deficit by the end of 2016/17
- 3.5 Ceasing the off-street partnership was considered as a further option, but it was felt that authorities would not want to consider this.
- 3.6 These options are looked at in detail in the following paragraphs.

3.7 **Option 1 – one-off contributions**

The fairest way to distribute the shortfall per authority as an one-off payment is to calculate it by taking the number of collections across the partnership area and divide it out on a proportional basis. This means that the authorities that use the cash collection and counting service most pay most. Based on this therefore the proportional split is as follows:

Authority	%	Contribution
Colchester	41	£67,330.67
Harlow	0	£0.00
Braintree	13	£21,348.75
Uttlesford	17	£27,917.59
Epping	19	£31,202.02
On Street	10	£16,422.11
TOTAL		£164,221.14

3.8 **Option 2 – increasing annual contributions**

In this option the shortfall is repaid from a fund created by additional authority contributions of 1.5% p.a. The illustration below therefore is based on 1.5% and this would be in addition to the 3% increases that have traditionally been applied annually to cover increases in the running costs of the off-street partnership, particularly for salaries and transport costs. Therefore, authorities would have to find 4.5% in 2015/16 and the next financial year to create a surplus in 2016/17

This calculation takes into consideration the contract price increases, and the savings in future years through staff savings. The table below sets out the individual contributions and the estimated impact on the overall off-street partnership budget with the participating authorities contributions increasing by 1.5% over the traditional 3% increase.

Authority	Annual Contributions (£)			
	2014/15	2015/16	2016/17	2017/18
Colchester	643,500	653,153	662,950	669,579
Harlow	67,800	68,817	69,849	70,548
Braintree	145,900	148,089	150,310	151,813
Uttlesford	152,100	154,382	156,697	158,264
Epping	269,600	273,644	277,749	280,526
Total annual payments	-1,278,900	-1,298,084	1,317,555	-1,330,730
Total extra annual contribution (1.5%)	£0	19,184	38,655	51,830
Net income impact on budget		19,184	57,838	109,669
Deficit/(Surplus)		73,011	(13,853)	(103,378)

3.9 After consideration of both options the Client Officers and the senior officers of the NEPP have agreed that the preferred option to recommend to the Joint Committee is Option 1.

- 3.10 If this recommendation is agreed it is assumed that each authority will have to agree the one-off payment through either a delegated Officer or Member process and if support is needed from the NEPP to enable this it will be provided.

4. Present Financial Position

- 4.1 The present financial position is shown in Appendix One to this report and shows a deficit of £56,000 as the redundancy payments have been made to the employees that have left although offset by proportion of the Civil Enforcement Officer vacancies that are attributed to this account.
- 4.2 If the arrangements set out in the above section are agreed this will return the account to at least break even for this financial year.

5. Future Services

- 5.1 Whilst this is a difficult issue for the Partnership to deal with it has to be recognised that the operation of the off-street service has been less of a priority than the changes that were required to the on-street service. Therefore, the service has continued to operate much in the same format as the services inherited in 2009 when the first Partnership was formed and then increased by taking on the services from Harlow and Epping. At some point the issues that this paper raises had to be addressed and it was always recognised that there would be financial consequences.
- 5.2 The NEPP is in no doubt that these changes to the Technical Services will make it more responsive and focussed on the Partnership's priorities and deliver a robust, sustainable and effective service to the participating authorities.
- 5.3 The costs and levels of the off-street service have never been reassessed and recalculated with the original three authorities who formed the Partnership in 2009. Harlow and Epping's contributions were assessed on their entry into the Partnership. It is recommended that as well as this major change that the appropriate costs of other services shown in the off-street SLA be recalculated and discussed with the client authorities.
- 5.4 If the Joint Committee agrees this review will be carried out during the early part of 2015/16 for implementation in the 2016/17 financial year. This will also cover the requirement for inflationary increases in the context of the financial challenges faced by all authorities in future financial years.

Report to: Off – Street Sub Committee, Parking Partnership

Date: 16 October 2014

Subject: Operational Report

Author: Lou Belgrove, NE Parking Partnership

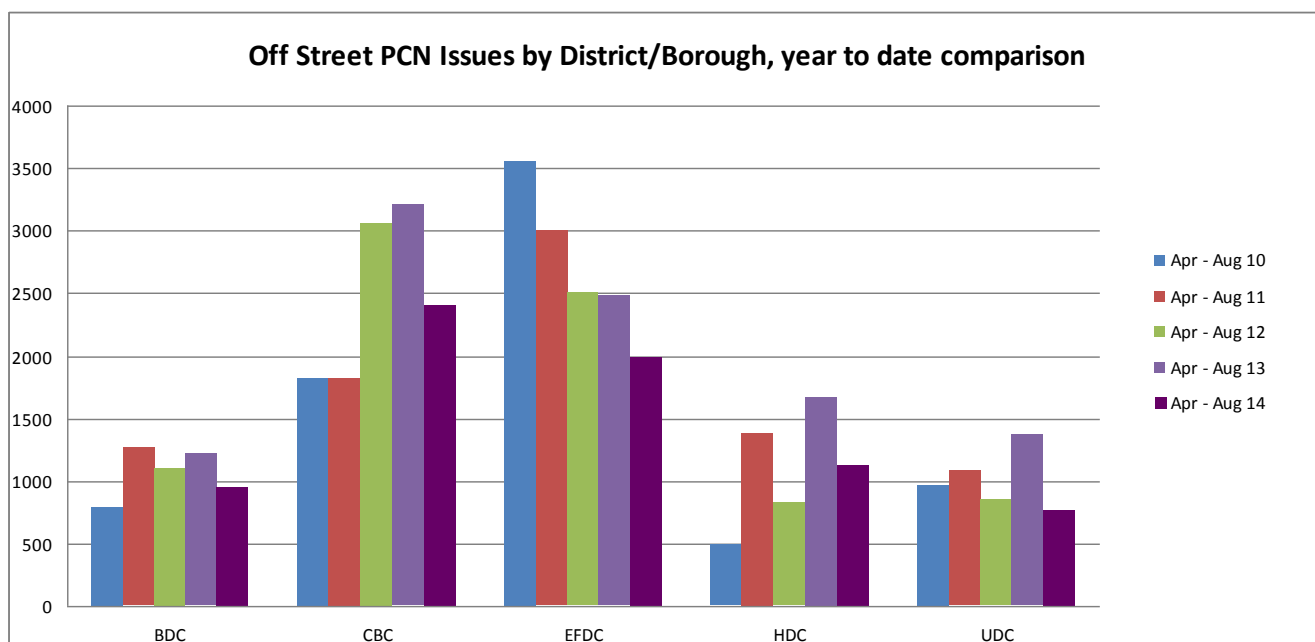
Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

1. Introduction and Purpose of Update

- 1.1 The paper gives Members an update of operational progress since the last meeting in June 2014.
- 1.2 The paper is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

2.0 Off - Street Performance measure

2.1 The following graph and table shows the issue rate of all Penalty Charges for the off-street parking function.



Off Street PCNs by month, per District/Borough

	BDC	CBC	EFD C	HDC	TD C	UD C			BDC	CBC	EFD C	HDC	TD C	UD C	
Apr-10	178	382	757	131	0	182		Apr-12	167	535	414	100	0	134	
May-10	152	477	690	103	0	155		May-12	191	767	563	174	0	123	
Jun-10	146	338	650	78	0	204		Jun-12	195	578	532	188	0	194	
Jul-10	157	306	782	89	0	231		Jul-12	266	557	489	172	0	201	
Aug-10	156	321	685	81	0	189		Aug-12	281	627	506	187	0	199	
Apr - Aug 10	789	182	356	482	0	961	762	Apr - Aug 12	110	306	250	821	0	851	834
Sep-10	158	232	653	81	0	229		Sep-12	233	535	342	170	0	198	
Oct-10	150	287	700	67	0	213		Oct-12	255	541	293	161	0	210	
Nov-10	147	339	631	139	0	209		Nov-12	263	516	297	176	0	191	
Dec-10	110	227	400	95	0	155		Dec-12	260	527	269	180	0	187	
Jan-11	118	319	587	110	0	131		Jan-13	250	372	383	131	0	231	
Feb-11	131	376	632	116	0	136		Feb-13	266	403	485	148	0	264	
Mar-11	124	410	662	103	0	145		Mar-13	295	516	505	222	0	196	
FY 10-11	7	4	9	3	0	9		FY 12-13	2	4	8	9	0	8	
Apr-11	144	355	599	202	0	135		Apr-13	246	596	507	280	0	233	
May-11	228	406	581	275	0	203		May-13	206	770	466	360	0	331	
Jun-11	265	332	586	302	0	195		Jun-13	239	626	592	299	0	268	
Jul-11	279	363	629	342	0	250		Jul-13	281	696	427	367	0	315	
Aug-11	345	367	607	259	0	301		Aug-13	250	528	493	361	0	220	
Apr - Aug 11	1	182	300	138	0	108	855	Apr - Aug 13	122	321	248	166	0	136	995
Sep-11	276	281	623	223	0	285		Sep-13	240	439	456	196	0	294	
Oct-11	262	332	667	294	0	285		Oct-13	242	400	599	231	0	322	
Nov-11	218	239	771	217	0	266		Nov-13	266	423	588	222	0	294	
Dec-11	156	194	561	181	0	153		Dec-13	193	317	378	173	0	136	
Jan-12	185	456	653	164	0	210		Jan-14	163	348	511	192	0	186	
Feb-12	129	172	436	108	0	122		Feb-14	145	413	444	203	0	104	
Mar-12	133	477	546	151	0	154		Mar-14	143	468	459	258	0	124	
FY 11-12	0	397	725	271	0	255		FY 13 - 14	4	4	0	2	0	7	
								Apr-14	164	520	319	220	0	109	
								May-14	227	499	495	219	0	145	
								Jun-14	229	385	387	210	0	179	
								Jul-14	178	476	416	225	0	180	
								Aug-14	149	518	361	253	0	153	
								Apr - Aug 14	947	239	197	112	0	766	721
										8	8	7		6	

- 2.2 Deployment of CEOs continues to be looked at to reflect the on-street/off-street split - to ensure the correct level of enforcement is allocated to each area and this is now being reflected in the issue rate.
- 2.3 Depleted staffing levels have also had an impact on the number of PCNs being issued and the recent recruitment drive will help improve the numbers over the remainder of the year.

3.0 MiPermit

- 3.1 Cashless parking continues to operate in all NEPP operated car parks (with the exception of Harlow).

4.0 Cash Collection

4.1 CBC officers have now completed negotiations with G4S in regard to the cash collection. The new contract will commence from 22 September 2014 and will incorporate all elements of the cash collection / counting process currently undertaken by NEPP officers.

5.0 Disabled Residents – Entitlements.

5.1 As requested by Members at the last meeting, the below table describes the parking concessions available to disabled motorists (generally Blue Badge holders) in regard to discounted or free of charge parking off-street.

	Off-street concessions available:
Braintree	Disabled badge holders FOC – no restriction on time - can park all day with valid blue badge on display.
Colchester	Disabled Badge holders FOC – restricted to three hours with valid blue badge on display and clock set to time of arrival.
Epping Forest	Disabled badge holders FOC – no restriction on time - can park all day with valid blue badge on display
Harlow	Disabled badge holders FOC - no restriction on time - can park all day with valid blue badge on display.
Tendring	Disabled Badge holders FOC – restricted to three hours with valid blue badge on display and clock set to time of arrival.
Uttlesford	Disabled badge holders FOC – no restriction on time - can park all day with valid blue badge on display.

6.0 Future work

6.1 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.