



# North Essex Parking Partnership

## Joint Committee On-Street Parking

Online meeting, hosted on Zoom  
and livestreamed on YouTube

**18 March 2021 at 1.00pm**

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

## Information for Members of the Public

### Access to information and meetings

- You have the right to observe meetings of the Joint Committee, including those which may be conducted online such as by live audio or video broadcast / webcast. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published. Dates of the Joint Committee's future meetings are available here: <http://www1.parkingpartnership.org/north/committee>.
- Occasionally certain issues, for instance commercially sensitive information or details concerning an individual, must be considered in private. When this is the case an announcement will be made, the live broadcast will end, and the meeting will be moved to consider the matter in private.

### Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. For online meetings of the Joint Committee, a written contribution to each meeting of no longer than 500 words may be made by each person which should be submitted via the form accessed by this link, before noon on the working day before the meeting date: [North Essex Parking Partnership Have Your Say!](#)
- Members of the public may also address the Joint Committee directly, for up to three minutes, if they so wish. If you would like to know more about the Have Your Say! arrangements for the Parking Partnership's Joint Committee, or request to speak, please email: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

If you wish to address the Joint Committee directly, or submit a statement to be read out on your behalf, the deadline for requesting this is noon on the working day before the meeting date.

## North Essex Parking Partnership

### Terms of Reference of the Joint Committee

The role of the Joint Committee is to ensure the effective delivery of Parking Services for Colchester Borough Council, Braintree, Epping Forest, Harlow, Tendring and Uttlesford District Councils, in accordance with the Agreement signed by the authorities in April 2011, covering the period 2011 – 2018.

Members are reminded to abide by the terms of the legal agreement: “The North Essex Parking Partnership Joint Committee Agreement 2011 ‘A combined parking service for North Essex’ ” and in particular paragraphs 32-33.

Sub committees may be established. A sub-committee will operate under the same terms of reference.

The Joint Committee **will be responsible for** all the functions entailed in providing a joint parking service including those for:

- Back-Office Operations
- Parking Enforcement
- Strategy and Policy Development
- Signage and Lines, Traffic Regulation Orders (function to be transferred, over time, as agreed with Essex County Council)
- On-street charging policy insofar as this falls within the remit of local authorities (excepting those certain fees and charges being set out in Regulations)
- Considering objections made in response to advertised Traffic Regulation Orders (as part of a sub-committee of participating councils)
- Car-Park Management (as part of a sub-committee of participating councils)

The following are **excluded** from the Joint Service (these functions will be retained by the individual Partner Authorities):

- Disposal/transfer of items on car-park sites
- Decisions to levy fees and charges at off-street parking sites
- Changes to opening times of off-street parking buildings
- Ownership and stewardship of car-park assets
- Responding to customers who contact the authorities directly

The Joint Committee has the following specific responsibilities:

- the responsibility for on street civil parking enforcement and charging, relevant signs and lines maintenance and the power to make relevant traffic regulation orders in accordance with the provisions contained within the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984

### Strategic Planning

- Agreeing a Business Plan and a medium-term Work (or Development) Plan, to form the framework for delivery and development of the service.
- Reviewing proposals and options for strategic issues such as levels of service provision, parking restrictions and general operational policy.

### Committee Operating Arrangements

- Operating and engaging in a manner, style and accordance with the Constitution of the Committee, as laid out in the Agreement, in relation to Membership, Committee Support, Meetings, Decision-Making, Monitoring & Assessment, Scrutiny, Conduct & Expenses, Risk and Liability.

### Service Delivery

- Debating and deciding
- Providing guidance and support to Officers as required to facilitate effective service delivery.

### Monitoring

- Reviewing regular reports on performance, as measured by a range of agreed indicators, and progress in fulfilling the approved plans.
- Publishing an Annual Report of the Service

### Decision-making

- Carrying out the specific responsibilities listed in the Agreement, for:
  - Managing the provision of Baseline Services
  - Agreeing Business Plans
  - Agreeing new or revised strategies and processes
  - Agreeing levels of service provision
  - Recommending levels of fees and charges
  - Recommending budget proposals
  - Deciding on the use of end-year surpluses or deficits
  - Determining membership of the British Parking Association or other bodies
  - Approving the Annual Report
  - Fulfilling obligations under the Traffic Management Act and other legislation
  - Delegating functions.

*(Note: the Committee will not have responsibility for purely operational decisions such as Staffing.)*

### Accountability & Governance

- Reporting to the Partner Authorities, by each Committee Member, according to their respective authorities' separate arrangements.
- Complying with the arrangements for Scrutiny of decisions, as laid out in the Agreement
- Responding to the outcome of internal and external Audits

**North Essex Parking Partnership  
Joint Committee Meeting – On-Street**  
Thursday 18 March 2021. Meeting held on Zoom,  
Livestreamed on Colchester Borough Council's  
YouTube Channel

**Attendees**

**Executive Members:-**

Cllr Nigel Avey (Epping Forest)  
Cllr Michael Danvers (Harlow)  
Cllr Deryk Eke (Uttlesford)  
Cllr Mike Lilley (Colchester)  
Cllr Robert Mitchell (Essex)  
Cllr Richard van Dulken (Braintree)  
Cllr Michael Talbot (Tendring)

**Agenda**

**Officers:-**

Lou Belgrove (Parking Partnership)  
Liz Burr (Essex County Council)  
Jason Butcher (Parking Partnership)  
Rory Doyle (Colchester)  
Qasim Durrani (Epping Forest)  
Owen Howell (Colchester)  
Linda Howells (Uttlesford)  
Samir Pandya (Braintree)  
Miroslav Sihelsky (Harlow)  
Ian Taylor (Tendring)  
Alexandra Tuthill (Colchester)  
Richard Walker (Parking Partnership)  
James Warwick (Epping Forest)

	<b>Introduced by</b>	<b>Page</b>
<b>1. Welcome &amp; Introductions</b>		
<b>2. Apologies and Substitutions</b>		
<b>3. Declarations of Interest</b>		
The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
<b>4. Have Your Say</b>		
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.		
<b>5. Minutes</b>		<b>7-10</b>
To approve as a correct record the draft minutes of the Joint Committee meeting held on 25 June 2020.		

*Continues overleaf*

## North Essex Parking Partnership

- |  |                       |              |
|--|-----------------------|--------------|
| <b>6. On-Street Finance Update and Budget 2021-22</b><br>This report asks the Committee to review and comment on the most recent financial position for 2020-21 and approve the proposed budget for 2021-22.                             | <b>Richard Walker</b> | <b>11-14</b> |
| <b>7. NEPP Surplus Fund – UDC Projects and Project Programme Summary</b><br>This report requests the Committee note the progress of NEPP surplus fund projects and reallocations of funding as a response to changes caused by Covid-19. | <b>Richard Walker</b> | <b>15-18</b> |
| <b>8. Obstructive and Footway Parking Update</b><br>Verbal update on developments.   | <b>Richard Walker</b> | <b>N/A</b>   |
| <b>9. Forward Plan 2020-21</b><br>To note the North Essex Parking Partnership Forward Plan for 2020-21 and agree the future meeting dates for 2021-22.   | <b>Owen Howell</b>    | <b>19-22</b> |

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

**10 December 2020 at 1.00pm**

**Online meeting, held on Zoom and broadcast via the  
YouTube channel of Colchester Borough Council.**

## **Members Present:**

Councillor Richard Van Dulken (Braintree District Council)  
Councillor Deryk Eke (Uttlesford District Council)  
Councillor Mike Lilley (Colchester Borough Council) (Deputy Chairman)  
Councillor Robert Mitchell (Essex County Council) (Chairman)  
Councillor Michael Talbot (Tendring District Council)

## **Substitutions:**

Councillor Danny Purton for Councillor Michael Danvers (Harlow District Council).

## **Apologies:**

Councillor Nigel Avey (Epping Forest District Council)  
Councillor Michael Danvers (Harlow District Council).

## **Also Present:**

Richard Walker (Parking Partnership)  
Lou Belgrove (Parking Partnership)  
Liz Burr (Essex County Council)  
Jason Butcher (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Rory Doyle (Colchester Borough Council)  
Qasim Durrani (Epping Forest District Council)  
Jake England (Parking Partnership)  
Linda Howells (Uttlesford District Council)  
Samir Pandya (Braintree District Council)  
Miroslav Sihelsky (Harlow Council)  
Ian Taylor (Tendring District Council)  
James Warwick (Epping Forest District Council)

## **81. Minutes**

*RESOLVED* that the minutes of the Joint Committee meeting held on 1 October 2020 were confirmed as a correct record.

## **82. On-Street Budget Update**

Richard Walker, NEPP Group Manager, and Lou Belgrove, NEPP Business Manager, introduced the report and issued an update, summarising the effects of Covid-19 restrictions on the budget, especially regarding a loss of income from residents' parking permits.

A deficit of around £500k was expected by the end of 2020-21 and the plan to mitigate and meet the deficit was outlined, including ways to recover lost income. Renewals of resident parking permits would commence in the coming year, although there would be no way to recover income lost from kerbside parking and MiPermit schemes.

The Partnership's future-proofing work was explained, with some spending brought forward and funded by reserves, with reserves still available for project spending. The Chairman confirmed that the Parking Partnerships had ensured that there would be no knock-on budgetary effect on the County Council through the effect of Covid-19 restrictions on parking.

The Group Manager explained that the proposed structure of a 'new' Parking Partnership would allow the Partnership to keep up to £300k of profits from each operating year in order to meet any future costs.

Joint Committee Members expressed their appreciation for the work done by the Partnership to navigate through the Covid-19 situation and for presenting clearly the situation to the Committee. In response to Members' questions, the Group Manager explained that a small number of staff had been furloughed, primarily on the enforcement side. Covid-19 had had an impact on the families of several officers, but all members of staff were now back at work.

*RESOLVED* that the Joint Committee: -

- (a) Noted the financial position at the end of period 7 (October) 2020/21
- (b) Would look to approve the Partnership's 2021-22 Budget at its meeting on 18 March 2021.

## **83. NEPP Surplus Fund – Project Progress Reports and Variable Messaging System [VMS] Recommendation**

Jason Butcher, Parking Project Manager, explained what VMS was, and that their expense and the existence of cheaper alternatives meant they were considered to be unaffordable, given the current financial situation.



It was confirmed to the Joint Committee that existing VMS were still valid but, for cost reasons and the availability of more effective options, new systems would not be recommended for approval. The reserve funding provisionally allocated to VMS bids were recommended for reallocation to other types of schemes which supported the alternatives to costly VMS. The benefit of less resource-intensive options, such as online/smartphone updates and information provision, especially when linked to bay sensors, were extolled. These included live updates and the ability to redirect service users to other options where availability of spaces was greater.

It was confirmed by the Chairman that no existing VMS were proposed for removal, but as stated earlier, no new schemes were being considered at this time. Future project work options would be dependent upon the financial situation in which the Partnership found itself, with more information expected to be available by March, such as whether any Government grants were to be issued.

*RESOLVED* that the Committee: -

- (a) Noted the project progress reports in Appendix A in addition to the project timeline in Appendix B and table of programmed and un-programmed projects in Appendix C.
- (b) Rejected the three 'Conditionally Approved' variable messaging funding bids in Appendix D and that these be removed from the surplus fund programme.
- (c) Approved that the total funding for these variable messaging funding bids be retained, pending a further summary report, to support the future expansion of current projects, such as Park Safe Schools and the data-led enforcement system.

#### **84. Obstructive Pavement Parking Update**

The Group Manager gave an update on the situation regarding potential changes to regulations and enforcement relating to obstructive and pavement parking. Not much movement had been made on this issue since the last Joint Committee meeting, however the Parking Partnership had submitted its response to the consultation and this would be available for viewing on the Colchester Borough Council website, on the 'Consultations' webpage.

The Partnership's view was in favour of decriminalizing obstructive pavement parking, with enforcement powers to be granted to the Partnership, in addition to those currently held by the Police. This would allow for flexibility and assessment of local circumstances in order to provide enforcement options where obstructive parking was unreasonable and/or dangerous. A blanket ban on pavement parking was not advocated by the Partnership, as the priority was to prevent obstruction, rather than prevent all pavement parking, as a blanket ban would be overly-restrictive and cause many problems, including with loading and unloading vehicles and enforcement.

The consultation had received around 15,000 responses and around 230,000 free text comments. Specific proposed approaches for London, Scotland and Wales had been detailed.

A response was expected from the Department for Transport later in 2021. The Group Manager informed the Joint Committee that he had also submitted a personal response, and a response had likewise been submitted from the South Essex Parking Partnership.

#### **85. Forward Plan 2020-2021 and Meeting dates for 2021-22**

Owen Howell, Democratic Services Officer (Colchester Borough Council) introduced the proposed dates and noted that venue details had been removed to prevent confusion as to whether meetings were to be in-person or online. Meetings would continue to be held online via the Zoom platform until such time as in-person meetings could restart. Hybrid meetings were possible and had been trialled already by Colchester Borough Council.

[Note for information: current regulations allowing for remote attendance at Joint Committee and Council meetings will lapse by May 2021, unless extended by Government. Should no extension be granted, meetings will need to again be held in-person and remote attendance would not be permitted]

The Joint Committee discussed the parking implications and needs for any vaccination and testing centres, especially given the mobility difficulties which may be suffered by many in the most at-risk cohorts expected to receive early vaccination. The work of Shane Taylor, Parking Project Engineer, and Trevor Degville, Parking Technical Manager, in carrying out Traffic Regulation Order [TRO] work during lockdown was praised and the Chairman emphasised the Joint Committee's keenness to assist, in addition to promoting how the Parking Partnership and its parking schemes could help improve parking across the areas it covered.

*RESOLVED* that the Forward Plan 2020-21 and meeting dates for 2021-22 be approved.



# North Essex Parking Partnership

Meeting Date: 18 March 2021  
Title: Finance Report to end of period 10, 2020/21 and Budget setting for 2021/22  
Authors: Richard Walker, Group Manager / Lou Belgrove, Business Manager  
Presented by: Richard Walker, Lou Belgrove

The report sets out the financial position for NEPP at the end of period 10 (January) 2020/21 and asks Members to approve the 2021/22 budget.

## 1. Decision(s) Required

- 1.1. Note the financial position at the end of period 10 (January) 2020/21
- 1.2. Approve the budget for 2021/22.

## 2. Reasons for Decision(s)

- 2.1. For good governance, to ensure the future running of the service, and that NEPP on-street funds are allocated in line with its priorities and goals set out in the Development Plan.

## 3. Alternative Options

- 3.1. Legislation dictates that on-street funds are ring-fenced in accordance with s.55 of the Road Traffic Regulation Act 1984 (as amended).

## 4. Supporting Information – Operations 2020/21 Financial Year to date

- 4.1. With the outbreak of Covid-19 in March 2020 and the first of the enforced National Government lockdown being brought into force, NEPP followed national advice and ceased patrols operations and enforcement across all districts, and the validity of annual permits was extended by three months.
- 4.2. During the second and third lockdown, NEPP operations carried on in the main, with minor amendments being made to enforcement priorities.
- 4.3. The Management team, Business Unit and Technical Team remained operational throughout all lockdowns. Nine of NEPP's enforcement staff were furloughed during the first lockdown, with other officers being utilised where possible to assist other Service areas.
- 4.4. Expenditure remained consistent and as expected due to the level of service still being provided. Service levels returned to pre-lockdown levels in phases, during the summer, with income slowly showing signs of recovery prior to the second and third lockdowns being imposed.

4.5. Details of the NEPP current financial position are set out in Appendix 1.

## **5. Financial Implications/Covid-19 Impact**

- 5.1. As a result of the National Lockdowns, income is somewhat depleted. A “worst case scenario” was previously reported based on the information we had available to us at the time. We have since, however, received notification of a £600k “Cash and Income” Grant from National Government which has improved the expected outturn. The £600k has been included in the PCN income figure in Appendix 1.
- 5.2. The budget is set each year in line with the medium-term plan, particularly in support of the TRO (Traffic Regulation Order) programme from reserves, alongside investments in the operational projects.
- 5.3. The surplus on the On-Street account transferred into the Civil Parking Reserve at the end of 2019/20 totalled £286k (rounded). This consisted of an actual in-year surplus of £101k combined with the expected costs of TRO works (£185k) which has been vired back to the Reserve because enough surplus was achieved in year to cover the costs.
- 5.4. As we did not experience favourable operating conditions during the winter and with further emergency measures being imposed, a small year-end debtor amount may now not be possible. Nonetheless, with last year’s £286k surplus and the Reserve standing at approx. £1.6m, any shortfall will be drawn down to ensure a breakeven position.
- 5.5. It is hoped that despite the draw on the Reserve, little impact will be had on the planned project spend; we do need to remain prudent however, and no further project reserve bids will be accepted this year.
- 5.6. Expenditure in areas for employees is on target for the year.
- 5.7. The Supplies and Services costs currently appear to be under budget, but is predicted to out-turn on budget, at around £404k. A large proportion of this estimate being due to additional red routes, signage, and other amendments made during the emergency, which will be paid for from the Reserve - although shown within the in-year budget.
- 5.8. A new Data-Led Services Team has also been added to the Accounts and can be seen in Appendix 1. Budget and income associated to the Park Safe car will now be shown here and this is reflected in the expected out-turn of the Supplies and Services costs.
- 5.9. Supplies and Services may also receive some rebate from the Traffic Enforcement Centre (TEC) and the PCN levy at PATROL due to a lower number of Penalty Charge Notices being issued during the emergency measures.
- 5.10. Penalty Charge Notice income from Notices issued this financial year but that won’t be recovered until next financial year (the debtor) has also now been included along with the grant rebate from National Government to give an indication of the expected out-turn position.
- 5.11. Permit income has been reduced in year, due to the previously mentioned extensions to the end of expiring parking permits. This income would normally expect to come within the year, however, will now appear in the New Year.
- 5.12. Casual visitor permit income from the current year is also down, and the same is true of pay and display at the kerbside stays. These purchases can be seen as “one-off” types of income and are unrecoverable.

## **6. Standard References**

- 6.1. There are no particular publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety or other risk management implications.

**Appendix 1 – On-Street Account at end Period 10 2020/21**

	A	B	C	D	E	FY DL	G		
2020/21 - Part Year - P10 January	2019/2020 Last Year	2020/2021 Current Year	2020/2021 Current Year	2020/2021 Current Year	2020/2021 Current Year	2020/2021 Current Year	2020/2021 Current Year	2021/2022 Next Year	Notes
Provisional Outturn	Actual	Actual to date	Budget to date	Variance to date	Forecast outturn	Annual budget	Projected variance	Base Budget	
<b>On-street Account</b>									
Direct costs									
<b>Expenditure</b>									
Employee costs:								Next Year	
Management	74	97	67	29	116	81	35	92	Parking Services Mgt Team staff costs and management a/c
CEOs & Supervision	1,324	1,175	1,141	34	1,382	1,369	13	1,434	CEOs & Supervisor staff & costs; small vacancy u/spend
Back Office	388	354	328	26	418	393	25	444	Back Office staff costs
Data-Led Services	0	0	0	0	0	0	0	207	Data Led Services staff costs
TRO's	132	111	143	(32)	130	172	(42)	138	TRO team staff costs
Premises / TRO Maintenance costs	219	311	159	151	35	191	(156)	228	R&M budget (seasonal: small expenditure anticipated)
Transport costs (running costs)	38	48	25	24	57	30	27	33	Fuel, public transport etc
Supplies & Services	500	366	509	(143)	404	611	(207)	651	General expenditure; includes ParkSafe car IT & TRO costs
Third Party Payments	35	12	44	(32)	51	53	(2)	57	Chipside and TEC bureau costs
	2,711	2,473	2,416	57	2,592	2,900	(307)	3,284	In Year Service expenditure total
<b>Income</b>									
Penalty Charges (PCNs)	(1,994)	(1,654)	(1,625)	(29)	(1,870)	(1,950)	80	(2,245)	PCNs - revised due to CEO deployment (£1,965 Last Yr) - weather
Fines (Blue Badge/Permits)	0	0	0	0	0	0	0	(38)	Fines for misuse of Blue badges and permits
Parking Permits/Season Tickets	(883)	(511)	(716)	204	(627)	(859)	232	(911)	Visitor Permits - includes new areas and fee increase last yr
Parking Charges (P&D etc)	(369)	(153)	(302)	149	(168)	(363)	195	(353)	Pay & Display - includes additional area and new fees
Other income	(24)	(11)	(2)	(9)	(11)	(2)	(9)	(23)	Misc - other works undertaken - billed at end of work
	(3,270)	(2,329)	(2,645)	315	(2,676)	(3,173)	498	(3,570)	In Year Service income total
<b>Total Direct Costs</b>	<b>(559)</b>	<b>144</b>	<b>(229)</b>	<b>372</b>	<b>(84)</b>	<b>(273)</b>	<b>191</b>	<b>(286)</b>	<b>In Year Service net expenditure</b>
<b>Total Non-direct Costs</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>471</b>	<b>Corporate costs added (see table)</b>
<b>Sub total (in year operation)</b>	<b>(101)</b>	<b>602</b>	<b>229</b>	<b>372</b>	<b>374</b>	<b>185</b>	<b>191</b>	<b>185</b>	<b>Red is surplus = to be added to reserve</b>
	(185)				In Year Outturn	Base Budget	In Year Swing		
	(286)								



# North Essex Parking Partnership

Meeting Date: 18 March 2021

Title: NEPP Surplus Fund – UDC Projects and Project Programme Summary

Author: Jason Butcher, NEPP Parking Project Manager

Presented by: Jason Butcher

This report requests the Committee note the reallocation of UDC project funding from the proposed Crafton Green Extension to an Uttlesford District On and Off-street parking review.

Also to note is the withdrawal of the Lower Street Car Park Extension bid and the amended surplus fund project programme list.

## **1. Recommended Decision(s)**

- 1.1. The Committee is asked to note the reallocation of project funding from the Crafton Green Extension to an Uttlesford District Parking Review and Parking Strategy.
- 1.2. The Committee is also asked to note the withdrawal of the Lower Street Extension funding bid.
- 1.3. Finally, the Committee is asked to note the overall amended project programme in Appendix A, including previously withdrawn projects and that future project update reports will form part of the four-part Operational Reports from 21/22 year onwards.

## **2. Reasons for Recommended Decision(s)**

- 2.1. To ensure the effective delivery of 'Approved' projects and maximise the benefit to the Partnership as a whole.
- 2.2. A business case to support the Crafton Green and Lower Street Extension projects is not achievable as the impact of Covid-19 on mid to long-term commuter, resident and visitor behaviours is unsubstantiated.
- 2.3. There is potential pay back to the Partnership through any additional permit schemes or on-street 'pay to park' locations that could result from the review and eventual strategy.
- 2.4. Including future project updates within the Operational Report will give a central location for reporting going forward. Any decisions required will still be reported on to Members via the Committee as necessary.

### **3. Supporting Information**

- 3.1. Members approved funding for 18 projects at the January 2020 Joint Committee meeting.
- 3.2. The ability to complete some projects has been impacted and therefore prioritising the use of the surplus within the current NEPP agreement term is important.
- 3.3. Discussions concerning more appropriate uses of the funding assigned to UDC have taken place as an extension of the business case requirement for Crafton Green and Lower Street car parks.
- 3.4. There is political and local support in Saffron Walden for a review of permit schemes and other supporting restrictions due to oversubscription in some of these areas.
- 3.5. Car parks are impacted due to the ability for residents to use resident permits in Swan Meadow car park and there may be future uses for this land, impacting on the ability to support residential parking.
- 3.6. It is anticipated that an 18-to-24-month timescale would be placed on the delivery of these projects, including relevant stakeholder engagement and consultations where appropriate.
- 3.7. Consultants would be used throughout the process to ensure no impact on operations and effective project delivery.

### **4. Covid-19**

- 4.1. Delivery timescales of some projects, most notably the Park Safe Schools and Bay Sensor projects have been impacted by the pandemic.

### **5. Financial**

- 5.1. The original funding bid for the Crafton Green project was £70,000. It is expected that this budget could deliver the Parking Review and resulting Strategy. An additional contingency of £10,000 is proposed considering the Lower Street withdrawal, to support any unforeseen costs that may arise.
- 5.2. There is currently £214,500 committed to projects with an additional £215,500 expected to be spent in final delivery of the programmed projects shown in Appendix A.
- 5.3. A remaining £265,000 remains unspent on approved projects, yet to be programmed. These will be discussed further with Officers when resources permit.

### **6. Standard References**

- 6.1. Other than set out above, there are no particular references to the Development Plan; publicity or consultation considerations; or equality, diversity and human rights; community safety; health and safety; risk management implications; Environment or Benefit to ECC



Appendix A

Programmed Projects				
Project Ref.	Project Name	Estimated Delivery	Estimated Budget	Costs Committed
19/02/CBC	Manor Road, Colchester	Complete (March 2021)	£25,000	£25,000
19/01/ECC	Park & Ride (Future Developments)	Complete (March 2021)	£15,000	£15,000
19/04/NEPP	Park Safe Schools (formerly SEA Parksafe)	16th March 2021	£80,000	£70,000
19/03/NEPP	Data-led Enforcement (Combining the formerly named Parkius Trial and Command Centre projects)	March 2020	£90,000	£100,000
19/06/NEPP				
19/03/CBC	Colchester Town Centre Review	Mid-late 2021	£25,000	£25,000
19/02/NEPP	Parking bay sensors	Ongoing through 2021	£150,000	£4,000
19/01/EFDC	TRO Scheme Review	Ongoing	£70,000	£500
<b>Total</b>			<b>£430,000</b>	<b>£214,500</b>

Un-programmed Projects			
Project Ref.	Project Name	Estimated Delivery	Estimated Budget
19/01/NEPP	Directional Signage	TBC	£30,000
19/05/NEPP	Commuter Parking Reviews	TBC	£50,000
19/02/EFDC	Epping Forest District Parking Strategy	TBC	£30,000
21/01/UDC	Uttlesford Parking Review and Strategy	TBC	£80,000
19/01/TDC	Town Centre Reviews	TBC	£50,000
19/02/TDC	Additional TDC Schemes	TBC	£25,000
<b>Total</b>			<b>£265,000</b>

Withdrawn Projects	
Project Ref.	Project Name
19/01/UDC	Crafton Green Extension
19/02/UDC	Lower Street Extension
19/03/UDC	Variable Messaging Signage (Uttlesford)
19/01/CBC	Variable Messaging Signage (Colchester)
19/03/TDC	VMS Clacton





# North Essex Parking Partnership

Meeting Date: 18 March 2021  
Title: **Forward Plan 2020-2021**  
Author: Owen Howell – Democratic Services, Colchester Borough Council  
Presented by: Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2020-21 Forward Plan of meetings for the North Essex Parking Partnership.

## 1. Recommended Decision(s)

1.1 To note and approve the North Essex Parking Partnership Forward Plan for 2021-22.

## 2. Reasons for Recommended Decision(s)

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

## 3. Supporting Information

3.1 The Forward Plan is reviewed regularly to provide an update on those items that need to be included on future agendas and incorporate requests from Joint Committee members on issues that they wish to be discussed.

## 4. Meeting venues for 2021-22

4.1 The regulations permitting remote meetings are, at time of writing this report, due to lapse in May 2021, unless they are extended by Government. If these do lapse and no longer apply, the Joint Committee will be required to meet in person, and meeting venues will duly be set and advertised in advance of its Annual Meeting on 24 June 2021.

4.2 The Annual Meeting would take place in Colchester, as usual, with the meeting on 30 September 2021 to be hosted by Braintree District Council. Measures to allow social distancing will need to be implemented at each venue used by the Joint Committee.

## 5. Appendices

5.1 Appendix 1: NEPP Joint Parking Committee Forward Plan 2021-22.



**NORTH ESSEX PARKING PARTNERSHIP (NEPP)  
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2021-22**

<b>COMMITTEE / WORKING GROUP</b>	<b>CLIENT OFFICER MEETING</b>	<b>JOINT COMMITTEE MEETING</b>	<b>MAIN AGENDA REPORTS</b>	<b>AUTHOR</b>
<b>Joint Committee for On Street Parking</b>	3 June 2021,  Microsoft Teams - online	24 June 2021 1.00pm,  Venue: TBC  If an 'in-person' meeting is required, this will be at Colchester Town Hall's Grand Jury Room.	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP Financial Update	Lou Belgrove (PP)
			NEPP Annual Report Data	Richard Walker (PP)
			Obstructive Parking Update	Richard Walker (PP)
Forward Plan '21/22	Owen Howell (CBC)			
<b>Joint Committee for On Street Parking</b>	9 September 2021,  Microsoft Teams - online.	30 September 2021 1.00pm,  Venue: TBC	Technical report and Traffic Order Scheme Prioritisation	Trevor Degville (PP)
			Financial Report	Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan '21/22	Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	18 November 2021,  Microsoft Teams - online	9 December 2021 1.00pm,  Venue: TBC	NEPP Financial Update	Lou Belgrove (PP)
			Use of Reserves	Richard Walker (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan '21/22 and' 22/23 Dates	Owen Howell (CBC)

<b>Joint Committee for On Street Parking</b>	24 February 2022, Microsoft Teams - online	17 March 2022 1.00pm, Venue: TBC	Finance Update and 2022/23 Budget Obstructive Parking Update Forward Plan '22/23	Lou Belgrove (PP) Richard Walker (PP) Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	2 June 2022, Microsoft Teams - online	23 June 2022 1.00pm, Venue: TBC	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update NEPP Annual Report Data Obstructive Parking Update Forward Plan '22/23	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)

\* These meeting venues are subject to change and may be replaced with online meetings, if required, in order to comply with social distancing measures and advice from central government.

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