



North Essex Parking Partnership

Joint Working Committee On-Street Parking

Committee Room 1, Braintree District
Council, Causeway House, Bocking End,
Braintree, Essex, CM7 9HB

12 March 2015 at 1.30 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 12 March 2015 at 1.30 pm

Committee Room 1, Braintree District Council, Causeway House, Bocking End,
Braintree, Essex, CM7 9HB

Agenda

Attendees

Executive Members:-

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

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Joe McGill (Harlow)
Hayley McGrath (Colchester)
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		
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 11 December 2014 meeting.		1-3
6. Traffic Regulation Order Update and Schemes for Approval To note the progress of the schemes during 2014 and to approve new schemes.	Trevor Degville	4-19
7. Traffic Regulation Order - Technical Report To consider the schemes and consultation responses.	Trevor Degville	20-142
8. Risk Register To review and comment on the Risk Register for the North Essex Parking Partnership	Hayley McGrath	143-148
9. Internal Audit Report To review and comment on the Internal Audit Report for the North Essex Parking Partnership	Hayley McGrath	149-169

10. NEPP – On-street Account - Budget 2015/16 To approve the On-Street Budget for 2015/16	Matthew Young	170-173
11. Discretionary Permits To review offering further discretionary permits.	Richard Walker	174-179
12. Decisions Taken Under Delegated Powers To note the decisions taken and the progress to date.	Richard Walker	180-191
13. On Street Pay by Phone Site – Marks Tey (Colchester Borough) To consider the proposal and approve publishing a Notice of Intention.	Trevor Degville	192-193
14. Operational Report To consider and note the Operational Report for On-Street Parking	Lou Belgrove	194-199
15. Forward Plan To note the 2014-15 and 2015-16 Forward Plan.	Jonathan Baker	200-204
16. 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

11 December 2014 at 2.05pm
Council Chamber, Epping Forest District Council, Epping

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Anthony Durcan (Harlow District 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)
Councillor Nick Barlow (Colchester Borough Council)
Councillor Eddie Johnson (Essex County Council)

Also Present: -

Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Vicky Duff (Essex Highways)
Qasim Durrani (Epping Forest District Council)
Amanda Hoadley (Epping Forest District Council)
Joe McGill (Harlow District Council)
Derek McNab (Epping Forest District Council)
David Oxbow (Epping Forest District Council)
Samir Pandya (Braintree District Council)
Andrew Taylor (Uttlesford District Council)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

Apologies:-

Paul Partridge (Braintree District Council)
Shane Taylor (Parking Partnership)

25. Declarations of Interest

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

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

26. Minutes

RESOLVED that subject to the following amendments;

- a) Have Your Say – Councillor Lodge's title be changed to Essex County Councillor, from Uttlesford District Councillor
- b) The TRO schemes for Harlow District Council be altered to -
Approved - 30014 Conyers, 30050 The Hill Cooks Spinney
Rejected – 30046 The Drive

the minutes of the meeting of the Joint Committee for On Street Parking of 16 October 2014 be confirmed as a correct record.

Councillor Barker suggested that the Joint Committee provide the Committee Officer with a list of the schemes to be approved at future meetings.

27. NEPP On-Street Financial Update

Richard Walker, Parking Partnership, provided an update on the financial position and issues to date for the NEPP on-street account. Richard Walker stated that the predicted financial outturn overall for the on-street account is a slight surplus. Whilst there is a shortfall in the levels of income, this is offset partially by savings in salaries and partially by income other than Penalty Charge Notices (PCN) that has been slightly over budget to date.

The Joint Committee discussed the figures provided, and requested that an additional column be included within the outturn forecasts showing the previous full year outturn to allow for further comparisons. Further questions were asked regarding the levels of income and shortfall in PCN income which is as a result of current Civil Enforcement Officer vacancies. In addition the increasing costs of issuing and processing PCNs are being countered by reducing the direct costs by moving to more digital systems.

Mathew Young highlighted to the Joint Committee that the £52,000 budget from the surplus stated in the report is not included in period 7 figures, but is included for Period 8. In addition the £100,000 surplus funds allocated at the AGM is held in a ring fenced balance and not included in the figures.

RESOLVED that the future financial updates include an addition column of the previous full year outturn, and that the NEPP On-Street Financial Update be noted.

28. Operational Report

Lou Belgrove, Parking Partnership, provided the Joint Committee with an update on the operational progress since the previous update in October 2014.

Lou Belgrove stated that the Joint Committee's request for a report on implementing a charge for disabled residents permits across the North Essex Parking Partnership be delayed for further investigation to take place with regard to its feasibility. Work is currently being undertaken with colleagues across East Anglia to clarify the legal situation.

Richard Walker, Parking Partnership, provided an update on the progress of the CCTV car; highlighting that the car software is being upgraded to allow for the car to cross Local Authority Boundaries, without the previous requirement of returning to its central location to upload new information.

Lou Belgrove provided an update on MiPermit, stating that a rollout would commence on 5 January for Uttlesford District Council. Braintree District Council and Tendring District Council will then follow, with Epping Forest District Council and Harlow District Council being completed in advance of the end of the financial year.

Councillor Durcan requested that the Joint Committee allow Harlow District Council Officers to undertake a consultation on visitors' permits, as a number of residents had complained about the new system. Alternative options were suggested and could include raising the visitor permit price to the second car permit rate. Concerns were raised by the Committee regarding the issue of the synchronising of charges across the Districts and Boroughs within the Partnership.

RESOLVED that Harlow District Council officers undertake a consultation in their area, and that the Operational Report be noted.

29. Outside Agency Support in Enforcement – Partnership

Richard Walker, Parking Partnership, introduced the report outlining the Outside Agency Support in Enforcement after approaches from both Tendring District Council and Police Community Support Officers to help provide enforcement at school times.

The Joint Committee welcomed the offers from the authorities and discussed the merits of each outside agency's support in enforcement. With regard to Tendring District Council the Committee noted that the staff are already trained as Civil Enforcement Officers and are working within a Local Authority.

Concerns were raised for the PCSO pilot scheme regarding the future funding of PCSO's and allocation across the Partnership. In addition further issues were noted that the position of CEO's within the NEPP may be undermined if powers are delegated to a number of other officers. This may also make the service more difficult to manage across the partnership.

Councillor Durcan, Harlow District Council, and Councillor Waller, Epping Forest District Council stated that both authorities have Neighbourhood and Community Safety Officers that could be utilised if required by the NEPP.

RESOLVED that the North Essex Parking Partnership

- a) work in partnership with Tendring District Council Off-Street Civil Enforcement Officers in a pilot project.
- b) decline the offer of a pilot project with Police Community Support Officer's.
- c) Undertake further work with the Neighbourhood and Community Safety Officers from Harlow and Epping if the Tendring District Council pilot is successful.

30. Meeting Dates 2015/16

RESOLVED that the meeting dates for 2015/16 be agreed.

31. Forward Plan

Robert Mitchell, Chairman, Parking Partnership introduced the Forward Plan of meetings for 2014/15.

Councillor Barker suggested that start time of the next meeting in Braintree on 12 March 2014 be moved from 1pm to 1:30pm.

RESOLVED that the next meeting in at Braintree District Council begin at 1:30pm, and that the Forward Plan be noted.

Report to: The North Essex Parking Partnership Joint Committee

Date: 12th March 2015

Subject: Technical Team Update

Authors: Trevor Degville & Shane Taylor

1. Introduction and Purpose of Report

1.1 The report provides an update of the progress of the schemes that NEPP officers have been working on since the last technical update report which was produced for the October 2014 Joint Parking Committee.

2 Technical Team works

2.1 The reinstatement of road markings continued for longer than previous years due to the mild weather conditions and finally stopped in December. Since then the team of officers have concentrated on the replacement of on-street signage and other works including arranging parking suspensions whilst also continuing with their car park machine duties. In addition, the team, with assistance from the staff at Harlow District Council, have worked on the following traffic order works.

2.2 Braintree District

The resident permit parking schemes in both The Grove estate (Witham) and Manor Street (Braintree) are now operational.

2.3 Colchester Borough

A small resident permit scheme has been introduced in Eight Ash Green. A notice of intention for the introduction of restrictions in the following roads has been advertised:

Road	Type of Restriction
Constantine Road	Loading bay
Carlisle Close	Waiting restrictions
Bristol Road	Waiting restrictions
Wells Road	Waiting restrictions
Link Close	Waiting restrictions
Mile End Road	Waiting restrictions/Limited Waiting
Hollymead Close	Waiting restrictions/Resident permit parking
Wryneck Close	Waiting restrictions/Resident permit parking
Turner Road	Waiting restrictions
Beaumont Close	Resident permit parking
Field View Close	Resident permit parking
Kingswood Road	Resident permit parking
Lufkin Road	Resident permit parking
Nayland Road	Waiting restrictions/Limited Waiting

Proposed restrictions in Wivenhoe (resident permit parking) and De Grey Road (waiting restrictions) have also been advertised on behalf of Essex County Council.

2.4 Harlow District

The proposed traffic orders in the below locations are now operational:

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

A temporary order has been put in place on behalf of Essex County Council in Broadfields. This is to help traffic flow whilst a nearby school is refurbished. The costs of the order and associated works have been met by ECC.

New proposed schemes in the following areas are being advertised from the 12th March in the below locations

Road	Type of Restriction
Waterhouse Moor/Tripton Road	Waiting restrictions
The Hill	Waiting restrictions
Pynehurst Road	Waiting restrictions
Conyers	Waiting and Loading restrictions
Clifton Hatch	Resident permit and waiting restrictions
Bishopsfield	Waiting and Loading restrictions

2.5 Uttlesford District

Amendment 38 part 1 (resident permit scheme in Star Lane Dunmow and School entrance markings in Great Sampford) has been sealed and Has Made notice is booked to be advertised in February. The traffic order will be operational on 19th March 2015.

2.6 Epping Forest

The Has Made notices for amendment orders 38 and 39 should be in published shortly. New proposals for restrictions in the following roads are being drafted and will be published on 12th March.

Road	Type of Restriction
Sewardston Road Waltham Abbey	Waiting restrictions
Park Avenue/London Road/Potter Street (Epping)	Waiting restrictions
River Road (Loughton)	Waiting restrictions
Castle Street (Ongar)	Waiting restrictions
High Road (Chigwell)	Waiting restrictions
Station Road (Epping)	Resident permit and waiting restrictions

The officers are also planning to make a permanent order to replace the current temporary order that is in operation in Palmerston Road (Buckhurst Hill)

2.7 Tendring District

The next planned TRO works in the Tendring District will be to advertise permanent restrictions for the Harwich Quay area. At the moment there is a temporary order for the restrictions that are in place.

3.0 **Schemes for approval**

3.1 The latest list of schemes for consideration by members for approval can be found in the appendix to this report.

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		D	16/10/2014
10044	Uttlesford	Maitland & Manor Road-Stansted	Junction protection for bus route		D	16/10/2014
10048	Uttlesford	Knights Way-Randall Close-Gt Dunmow	Waiting restrictions			
10049	Uttlesford	Lower Millfield-Gt Dunmow	Residents parking			
10050	Uttlesford	Newbiggen Street-Thaxted	Waiting restrictions			
10051	Uttlesford	Town Street-Thaxted	Waiting restrictions			
10052	Uttlesford	Bell Lane-Thaxted	Waiting restrictions			

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
20025	Braintree	Vicarage Avenue-White Notley	Waiting Restrictions		D	18/10/2012
20059	Braintree	Nicholls Grove	Commuter parking problem		D	08/08/2013
20063	Braintree	Tey Rd-Earls Colne	Residents 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
20079	Braintree	Convent Hill/Lane-Braintree	Waiting restrictions		D	08/01/2014
20087	Braintree	Forest Road-Witham	Waiting restriction		D	16/10/2014
20088	Braintree	Yew Close-Witham	Waiting restriction		D	16/10/2014
20089	Braintree	Avenue Rd-Witham	Amendments to restrictions-request previously refused		D	16/10/2014
20092	Braintree	Valentine Court-Braintree	School based parking		D	16/10/2014
20096	Braintree	Oak Road-Rivenhall	Limited waiting		D	16/10/2014
20101	Braintree	Cressing/Braintree Rd-Witham	Extension to current school restrictions		D	16/10/2014
20102	Braintree	Westergreen Meadow (Mr Watson)	Driveway access issue			
20103	Braintree	Hatfield Road(Allectus Way)	Resident Permit Parking – to be reported on			
20105	Braintree	St Peters Road/Close	Intro of 2 hour time restriction			
20106	Braintree	Toulmin Road-HP	Residents parking			
20107	Braintree	Hawthorn Close-Halstead	Waiting restrictions			
20108	Braintree	The Street-Hatfield	Waiting restriction			

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
		Peverel				
20109	Braintree	Westergreen Meadow (separate request)	Commuter type restriction			
20110	Braintree	Grenville Road-Braintree	Change to RP scheme			
20111	Braintree	Maidment Crescent	Waiting Restrictions			
20112	Braintree	Chipping Hill-Witham	Waiting Restrictions			
20113	Braintree	High Street-Kelvedon	Waiting restrictions			
20114	Braintree	The Street-Feering	Waiting restrictions			
20115	Braintree	Brise Close	Include Bank holidays in restrictions – temporary order currently in place			

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
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 (lining?)		D	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 station		D	10/04/2013
30035	Harlow	College Square	Introduce short term P&D parking		D	10/04/2013

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
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?		D	16/10/2014
30047	Harlow	Millfield	Parking bays		D	16/10/2014
30048	Harlow	The Seeleys	RPZ-Waiting restrictions		D	16/10/2014
30050	Harlow	The Hill-Cooks Spinney	Waiting restrictions		D	16/10/2014
30051	Harlow	Tendring Road	Permit Zone			
30052	Harlow	Spencers Croft	Waiting restrictions			
30053	Harlow	Tunnemeade	Waiting restrictions			
30054	Harlow	Kingsmoor				
30055	Harlow	Kiln Lane				
30056	Harlow	Parndon Mill Lane				

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
40051	Colchester	Athlestan Road	Resident Parking		D	10/04/2013
40069	Colchester	Mile End Road	Loading Bay		D	10/04/2013
40079	Colchester	St Christopher Road	Additional restrictions close to shops		D	08/01/2014
40088	Colchester	Catchpool Road	Waiting restrictions/residents parking		D	08/01/2014
40098	Colchester	Lexden Rd-The Grange	Waiting restrictions		D	16/10/2014
40100	Colchester	Layer Road	Waiting restrictions close to new Tesco's site		D	16/10/2014
40104	Colchester	High Street-Station Road-Wivenhoe	Waiting restrictions		D	16/10/2014
40105	Colchester	Harwich/Compton Road	Waiting restrictions			
40106	Colchester	Stable Close	Waiting restrictions			
40107	Colchester	Creffield Road	Change to current permit scheme			
40108	Colchester	Broad Oaks Park	Junction protection			
40109	Colchester	Ireton Road	Waiting restrictions			
40110	Colchester	Church Street (Mercury Theatre)	Loading Bay			
40111	Colchester	Adelaide Drive	Waiting restrictions			
40112	Colchester	Friday Wood Green	Waiting restrictions			

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
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
50004	Tendring	School Road- Elmstead Market	School Restriction		D	18/10/2012
50005	Tendring	Pathfield Road-Clacton	School Restriction		D	18/10/2012
50010	Tendring	Primrose Road-Holland	School Restriction		D	18/10/2012
50013	Tendring	High Street- Mistley	Waiting Restrictions		D	18/10/2012
50015	Tendring	Main Road-Upper Dovercourt	Intro of limited waiting bays		D	18/10/2012
50017	Tendring	Hordle Street-Harwich	Residents Parking		D	18/10/2012
50028	Tendring	Harwich & Dovercourt	Taxi Parking			18/10/2012
50032	Tendring	Promenade Way- Brightlingsea	Waiting Restrictions		D	18/10/2012
50034	Tendring	Herbert/Key Road-Clacton	Residents Parking		D	18/10/2012

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
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
50052	Tendring	Carnarvon Road – Clacton	Waiting Restriction		D	10/04/2013
50057	Tendring	Garden Road – Jaywick	Limited Waiting		D	10/04/2013
50067	Tendring	Victoria Place/High Street-Brightlingsea	Adjustments to limited waiting times		D	08/01/2014
50069	Tendring	Main Road-Harwich	Extension of waiting restrictions following previous ECC scheme change		D	08/01/2014
50070	Tendring	Lawford Dale	Change current TRO to allow bank holiday parking		D	16/10/2014
50071	Tendring	Williamsburg Ave-Harwich	Waiting restrictions close to Lidl		D	16/10/2014
50072	Tendring	Watson Road-Herbert Rd-Clacton	RPZ		D	16/10/2014
50073	Tendring	Highfield Avenue-Dovercourt	Residents parking, timed restriction, junction protection		D	16/10/2014
50074	Tendring	Holland Park school	Extension of school restriction times		D	16/10/2014
50075	Tendring	Key Road-Clacton	Residents parking		D	16/10/2014
50077	Tendring	High Street-Manningtree	Waiting restrictions			
50078	Tendring	Stephenson Road	Waiting restrictions			
50079	Tendring	Victoria Street-Walton	Revocation of seasonal restriction		D	16/10/2014
50089	Tendring	Church Rd-Thorrington	School restriction		D	16/10/2014
50090	Tendring	Dean Hill Avenue	School restriction		D	16/10/2014
50091	Tendring	Wellesley Rd-Clacton	Residents parking			
50092	Tendring	Mill Street St Oysth	Limited waiting – temporary order currently in place			

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
60000	Epping Forest	Algers Mead- Loughton	Residents Parking		D	18/10/2012
60005	Epping Forest	Rodings Garden-Loughton	Waiting Restrictions		D	18/10/2012
60006	Epping Forest	Loughton Station-main entrance	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-WA	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

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
					D	Date
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
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
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

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
					D	Date
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/High Beech 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	10/04/2013
60066	Epping Forest	Knighton Lane – Buckhurst Hill	Waiting Restrictions		D	10/04/2013
60067	Epping Forest	Theydon Park Road –TB	Revocation of waiting restriction		D	10/04/2013
60068	Epping Forest	Glebe Road – Ongar	Waiting restriction		D	10/04/2013
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
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

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
					D	Date
60080	Epping Forest	Ladywell Prospect-Lower Sheering	Waiting restrictions to deter commercial vehicle 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
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		D	16/10/2014
60095	Epping Forest	Hanbury Park estate	Waiting restrictions		D	16/10/2014
60096	Epping Forest	Whealers Farm Gardens-North Weald	Waiting restrictions		D	16/10/2014
60097	Epping Forest	Courtland Drive- Chigwell	Waiting restrictions		D	16/10/2014
60099	Epping Forest	Field Close-Abridge	Junction protection		D	16/10/2014
60100	Epping Forest	Lambourne Road-Chigwell	Junction protection		D	16/10/2014

Ref Number	District	Name of Scheme	Type of Restriction and brief summary	Funded	Deferred (D) With date of meeting	
60101	Epping Forest	Lower Park Road-Loughton	Res parking-waiting restrictions		D	16/10/2014
60102	Epping Forest	Green Glade-Theydon	Waiting restrictions		D	16/10/2014
60103	Epping Forest	Station Road-North Weald	Waiting restrictions		D	16/10/2014
60104	Epping Forest	Sheering Lower Road	Residents parking		D	16/10/2014
60105	Epping Forest	Algers Mead-Algers Close-Loughton	Junction protection		D	16/10/2014
60106	Epping Forest	Riverside Ave-Broxbourne	Junction protection		D	16/10/2014
60107	Epping Forest	Church Hill-Epping	Change of restriction		D	16/10/2014
60108	Epping Forest	Raymond Gardens-Chigwell	Junction protection		D	16/10/2014
60109	Epping Forest	Taxi Ranks-Loughton-Epping	Epping High Street-Loughton High Road			
60110	Epping Forest	Sewardstone Road-WA	Waiting restrictions			
60111	Epping Forest	Sheering Lower Road-Ash Grove	Extension of commuter restriction			
60112	Epping Forest	Woodland Road-Loughton	School based parking			
60113	Epping Forest	Traps Hill-Loughton (doctors surgery)	Junction/entrance protection			
60114	Epping Forest	Gould Close-Moreton	Restriction lines			
60115	Epping Forest	Hillyfields-The Croft	Junction protection			
60116	Epping Forest	Amberley Road-BH	Waiting restrictions			
60119	Epping Forest	The Green-TB	Waiting restrictions			
60120	Epping Forest	Hillcrest Way-Epping	Waiting restrictions			

Report to: NEPP Committee

Date: 12th March 2015

Subject: Technical Report – JPC Decisions March 2015

Author: Trevor Degville

1.0 Introduction

- 1.1 Part of the Technical Team's role is to introduce Traffic Regulation Orders (TRO). The process that must be followed when permanent TROs are introduced involves a formal consultation period of 21 days during which objections may be made to the proposals. Any objections that are received must be considered before any restrictions are introduced.
- 1.2 The Joint Committee delegated powers to the NEPP Group Manager to be able to consider objections that are received and to decide whether the advertised proposal should become a sealed order, should be amended or should not progress. The delegated powers enable NEPP to introduce restrictions more quickly, although the overall time it can take to introduce parking and waiting restrictions can still be substantial.
- 1.3 The above decision making process has been used in the majority of traffic orders that have been introduced by the NEPP. However, recent proposals in the Uttlesford and Epping Forest District Council areas have generated large responses including various objections to the proposals. In view of this it is not felt appropriate that officers decide the outcome of the proposals and that instead the responses are considered by the Joint Committee's members after debate in a public forum.

2.0 St Johns/Chapel/Ashlyns Roads - Epping

- 2.1 Prior to the proposals being advertised an informal consultation was carried out by NEPP, following some earlier consultation relating to a wider Review; the earlier Review was not implemented in this area. The results of the most recent initial consultation suggested that there was significant support from residents for a permit scheme in the area. Nonetheless, the informal consultation took place in 2013 and circumstances and opinions may have altered before the Notice of Intention was published, when statutory (formal) consultation was carried out.
- 2.2 In August 2014 NEPP advertised a Notice of Intention for The Essex County Council (Epping Forest District) (Permitted Parking Area and Special Parking Area) (Amendment No. 39) Order. This contained

proposals for resident permit parking in St Johns, Chapel and Ashlyns Roads in Epping.

- 2.3 Objections were received to the proposals at the formal consultation stage, particularly from other road users, as well as comments supporting the introduction of resident permit parking. Notices of Intention only give details of how to make an Objection to the proposals rather than how to show support for schemes.
- 2.4 It is important to note that when considering objections, the Joint Committee does not have to decide based on the number/weight of objections or supporting comments but on the validity or otherwise of the arguments that have been made.
- 2.5 All objections should be considered and objections/support from residents should not necessarily be given a higher importance than correspondence received from non-residents. All road users' views must be considered.
- 2.6 Redacted copies of all correspondence received concerning the proposal can found in Appendices A - C to this report but, a summary of some of the points of view is shown below
- 2.7 Correspondence in support of proposals has included the below
 - Resident permit parking will improve the quality of life of residents
 - Residents have waited patiently for a long time for residents parking
 - The streets are used by non-residents as free parking whilst they commute to central London causing residents to have difficulty parking near their own properties
 - Commuter parking causes problems when returning from a food shop or with young children when access to a property is hampered
 - Roads also being used for free parking by motorists working in Epping
 - It has been suggested that a new school has opened in the last two years and there is not enough space on site for school staff to park
- 2.8 Issues raised in the objections include the below
 - Residents do not want to pay to park near their homes – a revenue making scheme for the Council
 - Parking permits will not solve problems at peak times or ensure that residents can park near their properties as car ownership outweighs the space available
 - Non-residents are being blamed for multiple car ownership in terraced properties nearby with no garages or off-street parking
 - A perceived lack of parking spaces in Epping and the cost of parking in the associated car parks
 - “Residents parking campaign” stickers in windows has already reduced the problem

- The introduction of double yellow lines on junctions has meant that there are not enough spaces for residents to park
- Permit parking will displace the problem to other areas. Residents purchased/rented a property knowing that the station was only half a mile away
- Impact on Epping High Street traders due to lack of free parking for shoppers
- Workers in Epping generally park between 9am – 5pm when most residents are not at home
- Staff at nearby businesses need to park in St Johns Road.
- If employees cannot park businesses will eventually relocate elsewhere

History & Options

- 2.9 In more recent times, the Ongar extension of the Central Line (London Underground) has been closed, meaning that, particularly, long-stay parking provision in Epping itself has been put under additional pressure.
- 2.10 A lack of parking at Epping Station combined with this growing market and more employers moving to the town, spaces for commuters in particular have been at a premium in all car parks, leading to referred parking in other areas.
- 2.11 Many of the recent schemes which have been implemented have been to ensure protection of residential areas against all-day parking. Additionally, this area had been considered for Phase 2 of the Epping Review, which was not implemented.
- 2.12 When considering the designation of parking places, the authority has a number of duties. The authority must have due regard for the points set out in RTRA1984 – see the summarised “Important Notes” towards the end of this document.
- 2.13 The scheme at consultation has received mixed feedback at different stages. A summary is shown below:

Consultation			
Informal 2003	Not available		
Informal 2007	Not available		
Informal 2013	100 returns out of 149 questionnaires delivered to residents	76 for	24 against
Formal 2014	45 returns from residents plus 21 objections from other road users	34 for (residents)	21 against (residents) 24 against (business)

- 2.15 It must be noted too that there is a limited amount of road space to accommodate the competing needs. There are a number of dropped kerb accesses in the road which would make resident bays reduce the amount of parking available (driveways would need to be protected between separate lengths of bays). It may be necessary to consider alternatives due to the nature of comments and objections received.

Some alternatives include:

Restriction	Advantages	Disadvantages
A mixture of single yellow lines – single hour restrictions at different times on each side of the road.	No permit fee	Less easy to enforce – patrols have to maintain set times. Local commuters may return at lunchtime to move their car to the other side of the road, evading the restrictions Reduced amount of commuter parking
Resident parking bays	Provides preferred parking for residents. Enables protected access to properties.	Reduces available space due to design specifications on bay length. Even residents would not be able to use the area across their own driveways.
Partial Resident Parking Zone (e.g. one side of the road or part of the street), combined with other restrictions (e.g. limited waiting, pay & display or yellow lines)	Provides preferred parking for residents; enables better space utilisation. Residents can park across own driveways.	Less easy to enforce Reduced amount of commuter parking
Overnight Resident Parking Zone 4pm-10am, plus 1 hour limited waiting (effectively 5pm-9am).	Residents would have protected parking available when they return from work	Permits would be a cost for overnight parking only. No provision during the day for residents.
Part Resident Parking, part shared-use (e.g. limited waiting or pay & display).	Continues to provide for commuter/all day parking use	Reduces available space due to design specifications on bay length.

- 2.16 Careful consideration must be given for applying the best mixture of restrictions, if any are to be installed at all, in order to comply with legislation and not refer parking problems into other nearby streets.
- 2.17 Any changes beyond de minimis which change the substance of the proposals would need to be re-advertised and consulted on again.

3.0 Lower Street Stansted Mountfitchet

- 3.1 The proposal for Lower Street was to dual-use some of the current resident permit holder bays to also allow limited waiting. The aim of this was to help the local economy by allowing parking for customers at the nearby shops.
- 3.2 A proposal to introduce limited waiting between 8am and 9pm Monday to Saturday (the same operational time at the resident permit bays) was advertised in June 2013. In view of the large number of objections that were received it was decided not to introduce the restriction but to advertise a new proposal. In August 2014 the new proposal was advertised, this proposal saw a reduction in the limited waiting times to one hour with no return within four hours between 10am and 4pm Monday to Saturday.
- 3.3 Objections to the second proposals can be found in Appendix D but a summary of some of the expressed opinions can be found below:
- There is a nearby car park which is not at capacity and non-residents should be using that facility. Residents should not be expected to give up priority parking outside their homes or find a space anywhere in the parking scheme.
 - Some residents require parking near to their property between 10am and 4pm and the proposals will make this more difficult for them.
 - The limited waiting time should be longer to allow residents to have visitors without having to purchase a visitor permit
 - Residents may not be able to park near their properties are carrying out dropping off/collecting children during the school run
 - It is not fair to residents to introduce limited waiting when residents have to pay for a permit.
 - Concerns about overstaying in the limited waiting bays due to a perceived lack of enforcement patrols in the area

4.0 Risks

- 4.1 Whenever the NEPP introduce parking or waiting restrictions there is the risk that there will be negative media coverage. Vandalism to signage can occur and motorists may leave vehicles on the carriageway in an attempt to prevent road markings from taking place.

4.2 There is also the risk of legal challenge at the High Court. Any challenge would have to be made within 6 weeks of the traffic order being sealed. NEPP do not have a policy concerning where the costs of any High Court challenge would be met. It could be argued that any costs should be paid by Essex County Council as the highway authority, by the NEPP as a whole as it is the partnership that has made the order or by the local authority that has put the scheme through as a priority and then asked for the order to be made despite objections.

5.0 Decision

5.1 In each case, **Members are asked to debate the schemes and any alternatives and consider the Objections to the schemes outlined above, and then to decide whether to progress the schemes and in what form.**

Options available are to consider alternative schemes, to withdraw the scheme on the basis of the Objections or to progress with the schemes having considered the Objector's concerns and seal the traffic order

Important Notes

Resident Parking

In determining what parking places are to be designated the authority shall consider both the interests of traffic and those of the owners and occupiers of adjoining property, and in particular the matters to which that authority shall have regard include –

- a) the need for maintaining the free movement of traffic;
- b) the need for maintaining reasonable access to premises; and
- c) the extent to which off-street parking accommodation, whether in the open or under cover, is available in the neighbourhood or the provision of such parking accommodation is likely to be encouraged there by the designation of parking places under this section.

General Duties when considering any parking scheme

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

The matters referred to are—

- a) the desirability of securing and maintaining reasonable access to premises;
 - b) the effect on the amenities of any locality affected and (without prejudice to the generality of this paragraph) the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads run;
 - c) the strategy prepared under section 80 of the Environment Act 1995 (national air quality strategy);]
 - d) the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles; and
 - e) any other matters appearing to the local authority to be relevant.
- The duty imposed above is subject to the provisions of Part II of the Road Traffic Act 1991.

[REDACTED]
Sent: 19 August 2014 22:51

To: Parking

Subject: TRO Comments

Re Your circulated "The Essex Council (Epping Forest District) Permitted Prking & Special Parking Area) (Consolidation) (Amendment No. 39 Order 201

dated 11th August 2014

... which concerns the establishment of resident permit holders only Mon-Sat 9 am to 5 pm in St Johns Rd, etc.

I fully support the proposal as it stands - most welcome.

Regards,

-----Original Message-----

From: [REDACTED]

Sent: 11 August 2014 21:06

To: TechTeam; Parking

Cc: [REDACTED]

Subject: The Essex County Council (Epping Forest District) (Permitted Parking and Special Parking Area) (Consolidation) (Amendment No. 39) Order 201

Dear Sir/Madam,

As residents of [REDACTED] Johns Road, Epping, CM16 5DW we wish to register our approval to the scheme proposed.

Regards

-----Original Message-----

From: [REDACTED]
Sent: 05 September 2014 14:44
To: Parking
Subject: Proposed parking changes - St. John's road epping

Hello

I am a resident of [REDACTED] St. John's road epping.

I am writing to SUPPORT the proposed changes in St. John's road with regards to permit parking.

Thanks

-----Original Message-----

From: [REDACTED]
Sent: 20 September 2014 07:21
To: TechTeam; Parking
Subject: Residents' parking in St John's Road, Epping

Dear North East Essex Parking Partnership

Thank you for your letter regarding the above. I note that, as in previous consultations, you ask for objections to the scheme, and not for letters in favour of the scheme. When a few objections were received when you last consulted on this matter some years ago, you appeared to make the assumption that the residents in general did not favour the scheme; this was a false assumption. I trust you will not be making this assumption for a second time. My neighbour has four cars and, obviously, is not in favour of the scheme and will have objected to the scheme. Please be aware that his view is not representative of the community who have waited patiently many years for residents' only parking.

St John's Road has mainly terraced houses and, therefore, has limited parking space outside each house. For this reason, I would ask you to restrict allocation of parking permits to two per house.

I wish to record my support for the scheme.

Yours sincerely

From: [REDACTED]
Sent: 11 August 2014 21:15
To: TechTeam; Parking; [REDACTED]
Subject: POSITIVE FEEDBACK - North Essex Parking Partnership Proposal-St Johns/Chapel & Ashlyn Roads, Epping

Dear Team,

In acknowledgement to your letter of 11th August, we would like to state we are in AGREEMENT with the proposed changes to parking on St Johns/Chapel & Ashlyns Roads, Epping.

As residents of St Johns Road, Epping we feel that these proposals are long overdue; we were first informed of these proposals 6.5 years ago, when we first moved in and they are still pending. We are therefore very keen for these to be implemented as soon as possible.

Thanks and best regards,

-----Original Message-----

From: [REDACTED]
Sent: 17 September 2014 17:53
To: 'parking@colchester.gov.uk'
Subject: Re St John's Road, Epping, Essex

Dear Sir/ Madam,

The Essex County Council(Epping Forest District)(Permitted and Special
Parking Area)(Consultation)(amendment no.39) Order 201.
We as residents of St John's Road support a Residents Only parking scheme for this area.

Yours sincerely

Hi

I am writing to note how pleased I am that this is finally moving in the right direction. Myself and my neighbours have been asking for residents parking for a long while now and as you may note from the posters displayed on the road this is a majority view. I hope these changes take effect swiftly.

Kind Regards

[REDACTED]

[REDACTED] st johns road

From: [REDACTED]
Sent: 15 August 2014 11:49
To: TechTeam; Parking
Subject: PARKING AND WAITING RESTRICTIONS IN ST JOHN'S/CHAPEL & ASHLYNS ROADS
EPPING

Dear Sirs

We would like to express SUPPORT for the residents parking zones in St John's/Chapel & Ashlyns Roads. We have waited a long time for this so urge implementation of these proposals as quickly as possible.

Yours faithfully

From: [REDACTED]
Sent: 28 August 2014 14:08
To: TechTeam; Parking
Subject: Residents parking -St Johns road -Epping CM16 5DW

Attn. Shane Taylor

I am writing with regard to your recent correspondence delivered through my door which I have just seen upon my return from my holidays

I note you only have asked for objections to the scheme and not any positive responses in favour of it which I find strange

The majority of the residents at least in St Johns are in favour of this scheme and have been for a number of years since it was first mentioned

I would like to state that I and my family are IN FAVOUR of residents parking and would like this noted in the process as I am aware only negative responses were recorded last time the requests were made which I found very unhelpful

Please can you let me know the proposed start date for the restrictions to be put in place

Many thanks

From: [REDACTED]
Sent: 12 August 2014 11:00
To: TechTeam
Cc: Parking
Subject: Permitted Parking and Special Parking Area (Consolidation) Amendment No.39 - Order 201*

Dear Sir/Madam

Re: Support for the immediate approval and implementation of the proposed residents parking area

We have lobbied and waited for the introduction of this residents parking scheme for years, and would like to see it implemented as soon as practical. Parking in our road (St Johns Road) is an absolute nightmare as it seems to be used for non residents as free parking for their cars whilst they take the underground to central London on their daily commute. This results in significant difficulties for residents in finding parking for their own cars close to their own houses. This is particularly difficult for my mother who is 77 and suffers from a painful knee and cannot carry shopping very far due to her suffering from diagnosed "heart failure".

Please implement this scheme as quickly as possible.

Many thanks in advance for your kind attention in this matter.

Yours faithfully

-----Original Message-----

From: [REDACTED]

Sent: 13 August 2014 18:41

To: TechTeam

Subject: Residential parking

I'm in full support of residential parking

Regards

[REDACTED]

-----Original Message-----

From:

Sent: 12 August 2014 13:30

To: TechTeam

Subject: Parking proposals for St John's Road' Ashlyn's Road and Chapel Road, Epping CM16.

With regard to the above proposals I wish to confirm I fully support them and would be grateful if you inform me as to when they will be implemented and the cost for a single car.

Regards

With reference to the residents parking that has been proposed for St John's Road, Epping I would like to state that I am in support of these proposals as it would lead to less congestion and enable residents to park close to their own houses.

I look forward to these proposals being implemented as soon as possible.

Dear Sir/Madam

I am writing to show our support for the Residents Parking Scheme in St Johns Road, Epping.

Regards

From: [REDACTED]
Sent: 11 August 2014 16:25
To: Parking
Subject: Parking Order 201

I have received a leaflet notifying me of the implementation of residents parking on the road where I live.

I fully support this scheme, but note that you have asked for letters of objection. The issue of parking on St John's Road really has been discussed to death and has even had a local referendum on whether it should be implemented (resulting in a Yes vote) so I am concerned that objections are being asked for at this late stage. Can you please say:

1. Does any objection, even a single one based on any issue, halt or delay the process?

The simple answer is yes as any objection can be heard in the High Court as part of a judicial review if a party feels strongly enough and we are legally obliged to allow this

2. What is the process for dealing with objections?

All objections (to which there have been a number of) will be dealt with on the expiration of the agreed consultation period with a report with officer recommendations presented to a senior Manager for consideration on whether the scheme should progress, be altered or withdrawn altogether.

Thank you

From: [REDACTED]
Sent: 15 August 2014 09:17
To: [REDACTED]
Subject: In favour - Order 201

Hello,

We are sending in our grounds for the approval of the proposed changes to parking and waiting restrictions in St Johns/Chapel & Ashlyn Road in Epping. We are in **favour** of this proposal.

It is becoming increasingly difficult for the residents to park on St John's road due to the amount of commuters that use this road that park in for the station, and at least three or four days a week we have to park on surrounding roads that can be difficult with shopping and young children.

We are concerned that, with the proposals for the site at the top of St John's road that this will only escalate in the future.

Kind Regards

From: [REDACTED]
Sent: 11 August 2014 16:38
To: TechTeam; Parking
Subject: Essex County Council (Epping Forest District) (Permitted Parking and Special Parking Area) (Consolidation) (Amendment No 39) Order 201

FAO Shane Taylor

I live at [REDACTED] St John's Road, Epping, Essex CM16 5DW and received a copy of the public notice relating to proposed changes to parking and waiting restrictions in St John's/Chapel and Ashlyns Road, Epping.

The proposed changes have my unconditional support, and I hope to see them implemented as quickly as possible.

Yours sincerely

I refer to the resident parking that is proposed for St Johns Road, Epping. I would like to state that I am in support of these proposals as it would lead to less congestion.

Regards

Dear All,

Please accept this email as confirmation that we fully support the proposal for the Permitted Parking and Special Parking Area proposal relating to St Johns Road, Chapel Road and Ashlyns Road, Epping.

At this stage, would you be able to specify how and where you are planning to install signage for the new restrictions? This question should in no way be taken as a negative, we fully back the new scheme.

Regards

Dear Sir/Madame

I would like to respond in favour of the proposed parking and waiting restrictions within St Johns Road Epping.

Outlined within your letter dated 11th August 2014 (Amendment No 39) Order 201

We would be most grateful if the new parking permits could be introduced with some urgency.

Many Thanks

Dear Sirs

I live at [REDACTED] St Johns Road, Epping, CM16 5DW.

I have today received a notification regarding a parking scheme in our street.

I fully support the scheme and hope that it is implemented as quickly as possible.

I have lived in the street for 5 years and our lives have been made intolerable by tube commuters parking in our street from 5am until late at night.

I have been unable to park anywhere near my house. I cannot get shopping in and out of the car. Whilst I can manage to carry shopping back to the house when I park in the public car park or 2-3 streets away my elderly neighbour cannot and I have often watched her struggle.

I also have had terrible problems when my elderly mother comes to stay with me as there is no where to park to get her in and out of the house.

We need this parking scheme and we need it as quickly as possible!

Again, I fully support the scheme.

Kind regards

Dear Sirs,

I am writing to lodge my support for the proposed parking Permit and special parking area amendment 39 order 201 for St Johns/Chapel and Ashlyn Road.

I am a resident at [REDACTED] St Johns Road and would like this actioned as soon as possible as it is very long overdue and parking issues are bad in St Johns Road.

Yours sincerely

Please accept this e mail as support FOR residents parking permit zone in St. John's rd epping cm16.

Amendment no.39 order 201

-----Original Message-----

From: [REDACTED]
Sent: 07 September 2014 09:31
To: Parking
Subject: Essex County Council amendment No.39 Order 201

I am writing to confirm that i agree with the proposals put forward by the parking partnership

Sent: 27 August 2014 15:37

To: Parking

Subject: Parking proposals

Dear Sir/Madam

I am writing to register my support for the resident's parking scheme Order 201 (amendment no. 39) Epping Forest District Council, permitted parking and special parking area.

I would also urge you to implement these proposals as soon as possible.

Yours faithfully

From: [REDACTED]
Sent: 13 August 2014 14:58
To: TechTeam
Subject: Permit Parking - St. Johns Road, Epping, CM16 [Scanned]

To whom it may concern,

As a resident of St John's Road Epping I write this email to show my full support of the proposed permitted parking plans on our road.

I would also like to take this opportunity to request that this order be put into effect as soon as possible as I believe it will make a great difference to all residents.

Many thanks,

Dear Sir

Please accept this email as my support of the above parking plan. Please implement the proposals as quickly as possible.

Thank you

Best regards

From: [REDACTED]
Sent: 11 August 2014 15:57
To: Parking
Cc: TechTeam
Subject: The Essex County Council (Epping Forest District) (Permitted and Special Parking Area) (Consultation) (Amendment No. 39) Order 201

To whom it may concern

As the resident of [REDACTED] St Johns Road, Epping, please find this email as my wholehearted support to introduce a Residents Parking scheme to St Johns/Chapel/Ashlyns Roads as per the consultation named in the Subject Bar above.

Having to often park my car some 200/300 yards away from my own house due to commuters using our roads as a car park Monday-Friday, I feel that this ESSENTIAL change is long overdue.

Yours Sincerely

Dear All,

Please accept this email as confirmation that we fully support the proposal for the Permitted Parking and Special Parking Area proposal relating to St Johns Road, Chapel Road and Ashlyns Road, Epping.

At this stage, would you be able to specify how and where you are planning to install signage for the new restrictions? This question should in no way be taken as a negative, we fully back the new scheme.

Regards

To whom it may concern,

As a resident of St John's Road Epping I write this email to show my full support of the proposed permitted parking plans on our road.

As a mother to two young children being able to park remotely close to our house is vital and more often than not, impossible to do so.

I would also like to take this opportunity to request that this order be put into effect as soon as possible as I believe it will make a great difference to all residents.

Many thanks

From: [REDACTED]
Sent: 25 August 2014 11:39
To: Parking
Subject: "Permitted Parking and Special Parking Area (Amendment 39) Order 201" <Permitted Parking and Special Parking Area (Amendment 39) Order 201

Dear Sirs

I would like to make a brief comment regarding proposed introduction of resident parking permits for residents of St John's Road/Ashlyns Road/Chapel Road, Epping.

We have waited for years for something to be done about parking problems in our streets. Clearly, commuters and users of the high street shops are parking in our roads; making parking very difficult for us. Whilst there are occasions when parking in the evening can be a problem the situation is far worse Monday - Friday daytimes.

I support the proposed changes. As we have been waiting for years I urge that the changes are implemented as soon as possible.

Regards,

From: [REDACTED]

Sent: 13 August 2014 08:43

To: TechTeam

Subject: The Essex County Council (Epping Forest District) (Permitted and Special Parking Area)
(Consultation) (Amendment No. 39) Order 201

I am in favour of the proposal for Residents parking in ST JOHNS ROAD, EPPING CM16.

From: [REDACTED]

Sent: 05 September 2014 19:13

To: Parking

Subject: ECC (Epping Forest District) (Permitted Parking Area & Special Area)(Amendment No.39)Order 20xx

I write to confirm my support for proposed permit parking in St Johns Road and surrounding areas.

Regards

[REDACTED]
Epping
Essex
CM16 5DP
Tel: [REDACTED]



TRO Comments
North Essex Parking Partnership
PO Box 5575
Colchester
Essex
CO1 9LT

Dear Sir/Madam

Further to the recent letter that was posted through my door and the notices displayed in St Johns Road regarding the proposed parking restrictions, I write to advise that I do believe that we need parking restrictions in place. The proposal suggests parking permits for all resident and visitor vehicles 6 days a week but since I personally think that the majority of non-residents parking in the road are commuters/shoppers, I have always favoured a parking restriction whereby anyone without a permit cannot park in the road between say 10-11am or 2-3pm which would therefore eliminate many of the commuter/shopper cars. We could still have permits for visitors who need them during the restricted hours.

There is no proposed timescale on the letter I received and no idea of what permits will cost. Do you have any details regarding this?

I look forward to hearing from you.

Yours faithfully

Please be advised that I fully support the new parking plans for Epping and as a Chapel Road resident look forward to a speedy implementation of the residents parking zones.

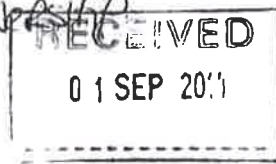
Thanks... [REDACTED]

Sent from my iPhone

Fantastic news at last resident parking this cannot come soon enough. It's a huge yes to this we are in favour of it.

Sent from my iPhone

TO NORTH ESSEX
PARKING PARTNERSHIP



ST JOHNS RD
EPPING ESSEX

I am writing to inform you
that my family and I are strongly in favour
of introducing a residents parking zone in
St Johns Rd, Chapel Rd + Asulyns Rd.

I would please urge you to implement
your proposals as quickly as possible because
the ^{present} parking situation is a daily intolerable
problem - Residents of these roads have
waited years to get this far.

I would like to register support for the
Residents only parking zone for 45
St Johns Rd Residents.

RECEIVED
04 SEP 2014

[REDACTED]
[REDACTED]
Epping,
Essex.

CMLG S.D.S.
26th August, 2014.

To Whom It May Concern,

We are writing to confirm our support in favour of implementing the proposed residents' parking zone in our road and the surrounding area and also urge you to push these through as quickly as possible.

My husband comes home in the evening from work and often has to park in St. John's road, at the end or even in Coronella Hill / Swains Road, often when there are other cars parked here all day by commuters going to the station and also workers in Epping. I often go and get the weekly shop for the family and can not park anywhere when I return home. It clearly is a real problem.

Many thanks.

RECEIVED
18 AUG 2014

TEL. [REDACTED] St. John's Road,
Epping.

PRO Communito.
Essex CM165 9W.

North Essex Parking
Partnership.
13th August 2014.

Dear Sir,

We have resided in St. John's Road,
Epping for forty years, and we have a
car, and rent a garage from Epping Forest
Council.

The parking situation in this road
over the last two years has become very
annoying and frustrating for residents,
because of commuters to the central line,
and the new school which have not
provided enough parking spaces for the
staff on site.
we therefore will support a

a residents parking zone for St.
John's Road, Epping.

Yours sincerely,
[REDACTED]

I wholeheartedly support the residents parking scheme

 Johns Rd
Epping
Cm165DP

Sent from my iPhone

Sent from my iPhone

Dear sir/madam,
re. Parking St Johns Road, Epping

I would like to inform you that as a resident in St Johns Road I completely support the proposed residents' parking zone.

I have felt disappointed that it has taken so long for this proposal and hope that the residents parking plan for 9-5 restrictions is put into action immediately and that residents are informed of timeframes rather than being left wondering if anything is ever going to happen. I feel very strongly about residents been able to park near their own homes.

kind regards,



-----Original Message-----

From: [REDACTED]

Sent: 17 September 2014 17:53

To: Parking

Subject: Re St John's Road, Epping, Essex

Dear Sir/ Madam,

The Essex County Council(Epping Forest District)(Permitted and Special
Parking Area)(Consultation)(amendment no.39) Order 201.

We as residents of St John's Road support a Residents Only parking scheme for this area.

Yours sincerely
[REDACTED]

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]]
]

Sent: 31 August 2014 09:46

To: Parking

Subject: Objection to proposed changes to parking restrictions in St Johns,
Chapel Road & Ashlyn Road, Epping

Dear Sir/Madam,

As the owners of [REDACTED] Chapel Road, Epping, we are writing to object to the proposed changes to parking and waiting restrictions in St Johns, Chapel Road and Ashlyn Road, Epping.

We do not believe that parking is an issue caused by commuters, it is merely a case of too many cars per house in St Johns Road. As such we do not believe that the proposed changes will improve the current situation.

Kind regards,

From: [redacted] [mailto:[redacted]]
Sent: 05 September 2014 23:53
To: Parking
Subject: Proposed parking restrictions in Chapel Road.

Dear Sir,

I am writing to oppose the proposed implementation of a CPZ in Chapel Rd Epping.

Thanks.

Regards,

From: [redacted] [mailto:[redacted]]
Sent: 12 August 2014 15:44
To: Parking
Subject: FAO Richard Walker

Dear Mr Walker

Re St. Johns Road, Epping

This is an email to object making parking in St Johns Road Epping residents only parking.

I understand it must be very frustrating for the local residents, it is very frustrating also for people who work in Epping and are unable to park too, spaces are usually taken by people commuting into London, we use the shops here and bring revenue into Epping whereas the commuters do not.

Is there no way new car parks could be built in the area for people that work here?

Or permits for residents and companies?

We are the ones that keep Epping going.

No need to reply, would just like to voice my objection.

Kind regards

From: [REDACTED]
Sent: 13 August 2014 09:00
To: Parking
Subject: St. Johns Road Epping - FAO Richard Walker

Dear Mr. Walker,

I object most strongly to yet more restrictions in terms of public parking. Parking in Epping is hard enough and I do believe this will have a very negative impact on visitors/business in Epping.

Regards,

From: [REDACTED]
Sent: 12 August 2014 15:57
To: Parking
Subject: FAO Richard Walker - St. Johns Road, Epping

Dear Richard,

I object to the roads being un-accessible for office staff to park. That is a very long accessible road and extremely convenient.

Kind regards

From: [REDACTED]
Sent: 26 August 2014 13:42
To: TechTeam; Parking
Cc: [REDACTED]
Subject: EPPING - Residents Parking St. John's Road, Ashlyn's Road and Chapel Road

I am emailing you in respect of the above proposals and object for the following reasons:

1. I think the time stated for no parking is too long and should be reduced so that only residents can park between 10 and 11 am. This is enough to discourage commuters from parking in these roads all day which is I believe the main concern of residents. It is also then in line with time limits imposed for other roads in Epping.
2. The proposed timings would discourage people coming from outside of Epping to our High Street, and we want to ensure local businesses do not suffer as a result.
3. Some parents of Epping Primary School have to drive and I believe they should be able to continue parking in local roads at drop off and pick up times. I do think that those who can walk should walk and I think the recent addition of the double yellow lines has helped to encourage more parents to walk but others have no choice and they shouldn't have to pay in a local car park twice a day to be able to come to our school.
4. I don't think it is fair that we as residents should have to pay to be able to park in our road and to have to pay for our visitors to park in our road. I have a driveway but I would probably still need to purchase a residents parking permit for times that people may park very close or even over my driveway which does happen on occasion.
5. Following on from point 4, I would also want confirmation that there would be white lines painted over driveways and not additional parking bays?

Thank you for taking our points of view into consideration.

-----Original Message-----

From [REDACTED]

Sent: 18 September 2014 23:34

To: Parking

Subject: St. John's road, epping order 201


Hi,

I understand that the deadline for feedback on order 201 is tomorrow - hope that's correct.

While I am glad to hear there is a reduction of yellow lines proposed I object to the parking permits. We are a 1 car household and NEVER manage to park outside our house. We have a toddler and work long hours, we return home late with our sleeping child and a car full of bags most nights and are forced to park around the block. This is after commuters have driven home and residents have returned, the same is true for Sunday evenings when the majority of residents are at home.

So my objection is this, has any analysis or predictions been carried out to prove that permits will reduce parking issues? For me the problem is simple, the houses are narrow and most households have multiple cars, there simply isn't enough space on the street. Permits will not address this, but simply mean that we have to pay for the privilege of parking round the block.

Regards [REDACTED]


Epping
Essex
CM16 5DS

4th September 2014

Dear Sir/Madam

I wish to object to the proposed changes to parking and waiting restrictions in St. John's Road, Chapel Road and Ashlyns Road, Epping for the following reasons:

- There has been no notice as to how much parking permits will cost each resident or to the cost of visitor permits.
- There has been no published expectation of how these proposed changes will benefit the residents of the named streets.
- There has clearly been no 'head count' of vehicles owned by the residents of the named streets as the number of vehicles would hugely outnumber the planned, reduced parking areas.
- There has been no consideration for parents of children from Epping Primary School, who have to drive to pick up their children before 4pm (proposed no waiting zones and resident permit holders only zones 9am-5pm).
- The impact on Epping High street traders due to lack of free parking for shoppers will be catastrophic.
- There is plenty of space in the named roads during the day for cars to park – resident or non resident- it is at night there is a problem due solely to the number of cars owned by the residents of the named streets. This will not change and as previously stated, the number of cars exceed the space designated to each property (and as you know, a lot of these houses, especially in St. John's Road are small and terraced).
- Other streets in Epping have parking zone times for an hour in the middle of the day, for example Kendall Avenue, where there is no parking between 10-11am. This prevents commuters from parking from early in the morning until the evening, yet allows local people and visitors to find enough parking in Epping. This would be much more suitable for the above named streets.

I do agree with the proposed changes to the 'no waiting at any time' restrictions – reducing the zone from 14.8m to 10.0m on the north-west side of Ashlyns Road from the junction with Chapel Road in a north easterly direction. I agree with the proposed 'no waiting at any time' restrictions on the other lengths of roads (although I query as excessive, the length proposed for the south west side of St. John's Road from the junction with Ashlyns Road in a north westerly direction as 20.0m)

Yours faithfully

From: [REDACTED]
Sent: 20 August 2014 15:51
To: Parking
Subject: Parking Proposal Objection

Dear Sir

Ref: The Essex County Council (Epping Forest District) (Permitted Parking and special Parking Area) (consolidation) (Amendment No.39) Order 201

This must be the third time I am submitting my objections to the proposed introduction of residents parking in St Johns Road, Epping and it does make me wonder exactly how much time and money has been, and is being, wasted on this issue - taxpayers money!

I have lived in St Johns Road for 14 years. I work from home and come and go throughout the day. I am nearly always able to park albeit not outside of my own house. My concerns are as follows:

1. As a Council Tax payer I have, to date, been able to park free of charge. Why should I now have to pay, not only for myself but for guests and service providers? No doubt this charge will rise year on year and become added revenue for the Council - yet another tax.
2. Epping as a town is growing exponentially with new housing developments. It is a commuter town with the Central Line ending here. Our High Street has suffered, as have all others across the country. Taking out individual roads for resident's only car-parking restrictions does nothing to help the overall parking problems of the Town. It simply pushes the problems on to others and demonises shoppers and commuters alike. The current public car parks are insufficient. Surely, we need an overall Town parking strategy where all elements are brought together - park & ride, expansion of station car parking facilities, expansion of town car parks etc. and not knee-jerk reactions to individual roads.
3. At the bottom of St Johns Road is St Johns Primary School. Parents drop-off and collect their children and provisionally park in all surrounding streets. Not allowing them to do this - for collection as this tends to be at around 3-3.30pm and therefore covered by the restriction order - will put increased pressure on Coronation Hill and adjoining roads - already highly congested at these times.
4. Bodley Close: Bodley Close has ample parking space that are nearly all unused. Whilst I understand it is owned by a housing association surely some negotiation could be undertaken by the Council for St Johns Road residents to make use of unused spaces?

I understand the desire of those who live in the road, especially with families, who would like to park near or outside of their own properties. However, the well being of the Town itself relies on people being able to access its facilities and car parking is a key element of this and should be looked at as a whole.

Yours faithfully

From: [REDACTED]
Sent: 04 September 2014 13:10
To: Parking
Subject: residential parking Chapel Road Epping

Dear sirs

It is with regret that the people empowered to run our lives do not actually live in Epping.

The parking situation in this area is not limited to just office/shop hours. Trying to park at any time during the evening is problematic as well. This is mainly due to local commuters returning home and trying to squeeze two, sometimes three, cars as close to their house as possible.

Until these issues are addressed your parking measures will not help us

yours faithfully

[REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: 13 August 2014 12:52

To: Parking

Cc: [REDACTED]

Subject: Parking Area No39 order 201

Dear Sir/ Madam,

I do not want the proposed changes at all. My wife and I are the owners of [REDACTED] Chapel Road. My reasons are listed below.

1/ I have a double drive.

2/ We will not doubt be expected to pay the council for a permit, if, we then wish / need to park on the road, out side our House.

3/ We pay enough already in Taxes, both locally, nationally and car tax etc. I do not wish to pay more. Either give us free residents permits, or do not bother changing the system.

4/ Why should we work hard, pay thousands of pounds for a double drive, and a dropped kerb, so other people, who do not work as hard, can park out side their house.

5/ All this does is move the problem of commuters parking in these roads, to somewhere else. IF the car park at Epping station was bigger and less expensive people would use it.

I strongly object, this is not needed, a few people mainly in St John's road, suffer because of this problem. Well they bought a house knowing the station was half a mile away. What did they expect?

Work harder like I have a buy a house with a drive.

From: [REDACTED]
Sent: 09 September 2014 11:19
To: Parking
Subject: parking restrictions - St Johns Road, Epping

Hi

Re proposed parking scheme for St John's Road, Epping

This is a formal objection to the proposed scheme.

I am in support of a parking scheme, but to be in force Mon - Fri only

Regards

[REDACTED]

Sent from Samsung Mobile

From: [REDACTED]
Sent: 01 September 2014 20:06
To: Parking
Subject: Order 201* St Johns Road Epping (Permitted Parking & Special Parking Area

Dear Sir/Madam,

We the undersigned would like to object to the proposed Residents Parking Scheme for St Johns and Ashlyns and Chapel Road, Epping Forest District council.

The problem will not go away and in fact will be worst in the evenings with too many residents cars for too few spaces.

[REDACTED]



Epping
Essex
CM16 5DS

North Essex Parking Partnership
PO Box 5575
Town Hall
Colchester
CO1 9LT

5th September 2014

Subject – Resident Parking Permit Proposal for Chapel Road Epping Essex.

Dear 

I am writing to you in regard to the Resident Parking Permit proposals that are being tabled for the areas of St Johns Road, Ashlyns Road, Chapel Road, and my objections to these proposals.

As a long term resident and home owner of the property in Chapel road (55 years approx.), I would like to voice my objections to this proposal.

To introduce Resident Parking Permits would severely affect me and cause issues for my care. As an elderly widower who does not drive, and who in recent years has suffered health issues, I rely heavily on support from family, friends, and services visiting me and caring for me. This therefore means I need for my visitors to have the ease of visiting me.

As mentioned, my health has not been at its best over the past years and as a result I do not often go out from the house and if I do leave the house, then I am dependant on people being able to get to house and take me.

On a weekly basis I have at least four people as a minimum visit me, and a weekly hair dressing appointment visit.

Therefore if my understanding of the resident parking permit system is correct, I am meant to purchase permits for all of those people that would visit me and need to park within Chapel Road? Unfortunately with the funds I have available to me, I would not be able to afford to purchase permits for all of these people.

I have a good and large family around me (five married daughters with families) who care for me and visit me, and I can not accept that I am expected to purchase these permits for them as I can not afford them. Therefore my quality life and care would be affected at a time when I really need help.

Therefore on this basis is strongly object to the scheme and proposal.

Please take my objections into consideration.

Yours sincerely

From: [REDACTED]
Sent: 31 August 2014 17:40
To: Parking
Subject: Permitted Parking Scheme - Epping

FAO Mr Shane Taylor

Dear Sir

I am objecting to the potential loss of dedicated disabled parking bays in the proposed parking scheme (Amendment No 39) Order 201. In particular the bays in Chapel Road where my father lives. My father is 89 and while still comfortable driving is not steady enough on his feet to walk far. He is a disabled driver due to injuries he received while fighting for his country in World War 2. He was seriously injured in the trenches in the occupied France allied invasion and still receives a war pension for his injuries.

My mother also a backup driver in the same vehicle is 87 and also very slow on her feet due to her age and related illnesses. She has beaten Cancer and endured open heart surgery in recent years. They are both fighters and have made major contributions to society with little demand on it other than healthcare.

While not allocated to their sole use of course, they have been fortunate to use a dedicated disabled bay in the road outside no 10 Chapel. As far as I know there is one other disabled bay at the far end of Chapel Road that is also regularly used.

Chapel Road has a lot of car owners and very little off street parking, most families have multiple cars. As a result it can be difficult to park there for anyone. Loss of the current disabled bays will result in a very long walk for my aged and deserving parents. Removing the disabled bay will cost money and will not assist the new parking scheme in any way. Leaving the disabled bays in situ will cost nothing and will not impact the implementation of a controlled parking scheme.

Hence I politely ask, please reconsider and leave the Disabled Parking Bays where they are and work the scheme around them.

At least two elderly people and a WWII veteran deserve kind treatment. Please dont give them hardship at the end of their lives.

rgds,

-----Original Message-----

From: [REDACTED]
Sent: 07 September 2014 19:25
To: Parking
Cc: [REDACTED]
Subject: Residents Parking at St John's Road, Epping

To whom it may concern

I write regarding the recent communications regarding the introduction of residents parking to St John's Road in Epping. I am happy that these plans have been formalised and welcome the introduction of the parking permits. However, your letter did not mention anything relating to costs or timing, can you please confirm the following:

* when will residents parking take effect? We have no definitive dates as yet whilst we address any comment/objections received and the implementation and success of this scheme will depend on the number/type of objection received.

* what will be the cost of the permits? Permits are priced £40 first permit, £75 for the second and £150 for the third.

* are additional permits required for visitors, e.g. workmen etc. during the restricted hours? If so, what is the cost of these permits? These visits can be facilitated with the purchase of visitor permits (books of 10) priced at £4 for a 2 hour visitor period, £7 for a 4 hour period and £13 for all day visitor permits

Thanks in advance for your response.

Kind regards

From: [REDACTED]
Sent: 11 August 2014 16:21
To: Parking
Subject: Epping Parking permits
Importance: High

Hi

I received the note regarding the parking permits today for Chapel Road/St Johns Road/Ashlyn's Road in Epping.

I certainly don't object to the new Permits. But I do have a few questions;

- Firstly – Is there any limit to the number of Permits per household? *As my neighbours have 3-4 cars with a 2 bed house and dominate the road currently.*

At this current moment in time a household will be able to purchase up to a maximum of 3 permits

- Will the disabled Bay outside number [REDACTED] also be removed?

~~The bay referred to will be left in situ along with the sign however it will be legally revoked~~ to allow the zone to be installed. Leaving the bay in place would mean that legally we would need to mark individual bays for the scheme and this would in essence remove an element of parking due to the sizes of the bays we are obliged to mark. This would not be supported by a majority of residents and we would not intend to do this in any case.

- Any lastly, I live in Chapel Road and struggle to park most days near my house. Not because of commuters, but because of the residents of St Johns Road parking in our road, as there road is even worse.

So my question is – Would a St Johns road resident be able to park in Chapel Road?

As I see this as one of the main issues.

We are creating a zone to allow residents to park on any available space on the public highway. Any resident within the 3 roads described can park anywhere within the zone. We are not able to allocate individual spaces to householders or restrict the parking practices any further.

Best Regards

From: [REDACTED]
Sent: 12 August 2014 15:42
To: Parking
Subject: FAO Richard Walker - St. Johns Road, Epping.

Good afternoon Richard,

I would like to express my concerns in regards to residents parking only in St Johns Road, Epping between the hours of 9am-5pm.

As I work in Epping I would be very disappointed if this came into play. The long stay car park is full by 8.15am due to the parking being far to small. The short stay is incredible expensive if calculated over the year and only a half a day can be booked per day.

If you was to bring residential parking into affect you would have people double parking in the long stay car park. This would also cause a knock on affect to all residential roads, most notably the immediate areas including Bakers Lane, Lincoins Field, Albany Close, Ingels Mead etc.

Any response would be appreciated and any up to date information would be extremely useful for myself and my colleagues.

Kind regards,

Car Parking in Epping

General Comments

1. What outcome is wanted from the exercise? Is it –
 - a) to discourage commuters from parking in residential streets? If so, more provision must be made for commuters, especially on the station side of the High Street;
 - b) to encourage people to shop in Epping? If so, free or reasonably-priced parking should be provided. Perhaps parking meters which issue a 'no charge for the first 20/30 minutes' ticket would be best, allowing monitoring. 60p. for one hour is not encouraging. Look at other places for examples;
 - c) to relieve congestion in the High Street? Introducing parking meters on both sides would make it worse now that 'islands' restrict the width. Allowing cars to park will lead to lorries becoming jammed, as already happens;
 - d) to raise income from people coming to Epping to work? The District Council employs over 600 people and does not make adequate provision for its employees. To say there are only 25 people waiting for car parking spaces is masking the truth, which is that no one who lives in Epping can even apply for a space, even if they have to go out as part of their job. What about Stace, where there are over 100 people working? Why not charge them for a number of reserved places in a car park, Monday to Friday? Perhaps you want them to shift out of Epping, which will take trade away from the shops.

2, No charging for resident parking is acceptable. Council Tax rises over the last few years have been high enough, far higher than salary increases. It is not justification to say local schemes must be self-funding – we have always contributed to services we do not use, why make this any different? We expect to contribute to services across the district. Do not try and tell us that £50 per car is needed in our street to pay for the monitoring of our street – my maths says 100 houses x 2 cars = £10,000 per annum, yet you say one person extra will be required for the town – some salary! If there is a commuter problem residents should not have to pay.

Commuter Parking

- 1, Maximise use of station car park – reduce cost of parking, especially on Saturdays, to do this.
- 2, Introduce a one hour ban, e.g. 11.00 to 12.00 except for residents, if residents passes are issued, to discourage commuters. Cost of issuing residents' passes for nothing would be minimal – just put them in with your Council Tax demand.
- 3, Introduce reliable public transport between the station and where the commuters live
- 4, Re-open Epping to Ongar railway line to spread the commuter parking over several stations!

High Street Parking, Bakers Lane & Cottis Lane Car Parks

- 1, No parking should be allowed, even disabled, on the east side of High Street between the Thatched House and the Kebabary.
- 2, Encourage short term use of Car Parks in lieu of street parking by making the first 20 mins free in the car parks (as above).
- 3, Encourage longer term parking in the car parks by reducing the charges. At weekends Bakers and Cottis Lane car parks may be busy but they are not usually full, so encourage their use with lower charges.
4. At present, no resident will leave a car in Bakers Lane or Cottis Lane because of skateboarders and thefts – ban skateboards, introduce CCTV.

St John's Road (bottom end)

- 1, Most densely parked during evenings and Sundays, when the residents are at home (hardly surprising). Due to it being early 20th century development there is not much scope for extra parking space so leave well alone.
- 2, If weekdays **become** a problem introduce 11.00 to 12.00 ban except for residents.

IN SUMMARY, DEAL WITH THE PROBLEM, NOT THE SYMPTOMS

We object to this scheme and to be forced to pay to park outside our own house. This should be free if it goes ahead and money collected from illegal parking used to pay for the lines etc. The scheme would be charged for appropriately as is the case with all others in the Epping Forest District. There are no free parking schemes in existence.

Regards

-----Original Message-----

From: [REDACTED]
Sent: 13 August 2014 20:37
To: TechTeam
Cc: Parking
Subject: Residents parking in St. John's Road, Epping

.Dear Sirs

I was dismayed to find out that the thorny problem of residents parking in St John's Road in Epping has once more raised it's head. I am aware that there are a few vociferous residents who have always been keen on this but after discussing it so many times I had hoped that we had finally put this to bed.

We have lived in St John's Road for the last 22 years and have brought up all our children here so we are well used to the complications of parking in this road. Commuters have always parked here and on the whole this does not cause a problem as they park when the rest of us are leaving the road to go to work. I believe that mothers with young children are the only ones who would benefit as there would be more spaces during the day, however I often return from work mid afternoon and never have a problem parking near the house.

Over the years the parking problem has got worse but this is mainly due to fewer people living here who do not have a car and increasingly families have more than one car.

Since the extended yellow lines were painted round every corner (and I do understand the safety reasons behind

this) there have simply not been enough spaces for all the resident's cars. This situation will not improve with residents parking - we will simply be paying for the privilege of NOT being able to park outside our houses!!

In fact it is the paying that I object to most. If you truly just wanted to make life easier for residents then you would not be charging us for this scheme. When we queried this at one of your public presentations years ago we were told that you needed to charge to cover the costs of policing the scheme. If our main concern is commuters then I would suggest that a traffic warden only needs to patrol once a day so I find it hard to understand how you justify your charges. It sounds to me like another money making exercise!

I would strongly urge you to reconsider this decision

Yours sincerely

-----Original Message-----

From: [REDACTED]

Sent: 04 September 2014 10:30

To: Parking

Subject: Proposed restrictions

Hi

Whilst we welcome a residents parking scheme, we feel the proposed parking restrictions go too far. We object to permit holders only Mon-Sat 9am-5pm as we feel this is unnecessary.

If the restrictions were for an hour a day Mon-Fri this would prevent commuters from parking for the day and so allow us to be able to park.

We feel the proposals as they stand would prevent shoppers from parking here and have an effect on our high street.

These proposals would also effect parents from being able to park in our street to pick up their children from Epping Primary School. Our concerns are that this would make pick up time more dangerous for the pupils.

Having residents parking only on a Saturday would impact on our visitors and is unwelcome.

We would like to reiterate that we do support a residents parking scheme but just not in this format. We would fully support a parking scheme which restricted non residents from parking on our street for one hour a day Mon- Fri.

With thanks

From: [REDACTED]
Sent: 12 August 2014 16:56
To: Parking
Subject: St. Johns Road, Epping

FOA Richard Walker

This e-mail is to log my objection to the proposed residents only parking in the above road

From: [REDACTED]
Sent: 13 August 2014 10:26
To: Parking
Subject: St John's Road ,Epping

Parking on St John's Road.

I understand that you are considering to make St John's Road a residents parking area between 9am and 5pm, please would you reconsider as many of my staff need to park in and around St John's Road.

Best Regards

From: [REDACTED] [mailto:\[REDACTED\]](mailto:[REDACTED])

Sent: 12 August 2014 15:50

To: Parking

Subject: FAO Richard Walker

FAO Richard Walker

Objection to parking – St.Johns Road Epping.

Kind regards

From: [REDACTED] mailto:[REDACTED]
Sent: 12 August 2014 16:28
To: Parking
Subject: FAO Richard Walker, St. Johns Road, Epping

Good Afternoon,

I would like to put my opinions forward, regarding the parking in St. Johns Road Epping, I would like to state that:

My hours of work are 9-5, which is when most of the residents have already left to go to their own place of work. Also, if the car parks around Epping where I work were cheaper, we would have no problem parking in them, which would free up the road for residents.

Regards,

From: [redacted] [mailto:[redacted]]
Sent: 12 August 2014 16:38
To: Parking
Subject: St. Johns Road, Epping.

FAO Richard Walker.

Please note that I object to the designated parking on St Johns Road for residents only between the hours of 9am – 5pm. I currently work in Epping and find it difficult to park as it is without imposing restrictions.

Thank You

From: [REDACTED]
Sent: 14 August 2014 15:52
To: Parking
Subject: RE ECC PERMITTED PARKING ORDER 201

Dear Sirs

Many thanks for the information delivered this week regarding proposed changes to parking regulations in the area of St John's Road, Chapel Road and Ashlyns Road, Epping, Essex. Before I contact you again, I am interested in having more detail on what is proposed for properties (like mine) that have a drop kerb and off-street parking.

The rather insignificant single white line currently in place is often abused, and increasingly I have to contact the police to deal with vehicles that block or partially block the entrance to my drive making access to my home, and access from the drive to the road, difficult. In addition this sometimes puts both my car and the offending vehicle at risk of damage. When the last survey was done (18 months to 2 years ago) I suggested having double yellow lines across the drive which are longer than the current single white line.

Your comments would be greatly appreciated, and would no doubt be of interest also to the small number of local residents who have the same facility.

Regards

From: [REDACTED]
Sent: 11 August 2014 15:01
To: TechTeam
Subject: Parking in St.John's Road, Epping

Dear Sir,

After ringing the North Essex Parking Partnership, I was advised to write this email to you.

We received details this morning of proposed changes to parking in St.John's Road where you are suggesting that parking should be for resident permit holders only. As we live at number [REDACTED] St.John's Road which is outside of your map and which already has a double yellow line, can you please confirm that we would be eligible for a resident parking permit.

Regards

From: [REDACTED]
Sent: 12 August 2014 16:34
To: Parking
Subject: F.A.O RICHARD WALKER (St. Johns Road, Epping)

Dear Richard,

I am writing to you to object to the introduction of permit holder parking on St, Johns Road, Epping.

Whereas I can understand the frustration of residents who can't park in front of their house, I don't believe this to be a significant issue. I would expect that the majority of these residents would not be at home during normal working hours as they would also be at work. Those residents who are at home wouldn't need to park directly in front of their houses, parking a few yards down the road cannot be that much of an inconvenience, certainly not more of an inconvenience than it would be to the working taxpayers who would have to find somewhere else to park.

~~My concern for the fact that a need to locate a suitable area or new road to park on has grown.~~

Especially for the fact that there is a primary school at the very end of St. Johns Road, which could cause further issues if people decide to begin parking there. I feel as though the residents are complaining about an incredibly minor issue as I've never seen one unable to find parking on the road, it's just that it isn't directly in front of their house. This shouldn't mean that non-residents can no longer use this road, it just means that the residents should relax and learn to be okay with walking a few yards. Many residents have their own driveways and so face no issue. If other residents can't afford to have their own driveways then they should have to share the road with us, seeing as we all pay for it.

I, myself, have always been courteous and have moved my vehicle on several occasions to allow for older residents to park or to aide them in parking more easily by providing them with more space. However, I have also had disputes with a resident who is seemingly harassing me for the fact that I park on this road. This is unacceptable. I have heard from countless others who have been subjected to the same behaviour and to reward them for this would be wrong in principle.

May I also point out that most of the other roads within the surrounding area are a lot more narrow and hold a lot less space. They are also full during work hours with parked cars, so there's little option for new places to park. Imagine relocating all of these drivers from St. Johns Road to these roads and just how polluted these streets would become with non-residents driving up and down every morning trying to find space.

I urge you to reconsider the benefits of permit holder parking on this road and thoroughly account for the negative effects that would arise as a result.

Kind regards,

Chapel Road

Epping

Essex

CM16 5DS

1 Sept 2014

Re: Permitted Parking and Parking Area (Consolidation) Amendment No 39 Order 201

Dear Sir

I am writing to object most vehemently to the proposals for parking restrictions in Chapel Road, Epping and Ashlyns Road, Epping and whilst recognise the issue with parking at certain times of the day during the working week, DO NOT consider it warrants such rigid and money profiting parking restrictions.

Consultation has been hampered by small group of residents who, in the main live in the neighbouring road - St Johns and who feel that they can bully those living in Chapel Road to agreeing to the restrictions.

Having been an Epping resident for 25 years we are more than aware of the situation with parking for travellers into London via the Central line link in Epping. Yet parking restrictions on the doorstep of the station are far less than those being proposed for our road which is located more than ½ mile from the station. If indeed the proposals are for this purpose than why are we being penalised and unrealistic parking restrictions being enforced.

Stopping parking for short windows of time ie between 11-12pm?or 2-3pm? As is already in place in Kendal Avenue has proven successful, why impose such ridiculous restrictions on a street so much further from the station.

Furthermore, proposals to extend the restrictions on a Saturday are ludicrous and yet only seem to be proposed for Chapel Road, Ashlyns and St Johns, and not the roads all located much nearer to the station. Residents in these streets will be penalised when visited by relatives and friends. Parking is indeed free in the council car parks encouraging visitors to visit the town, whether to bring money into the local shops, visit family or friends or merely to make use of the local parks and walks on offer.

Over the past 3 months we have monitored the parking in Ashlyns Road on a Saturday and on virtually every weekend, there have been more than half a dozen spaces available, suggesting that parking here is not an issue. This road tends to act as an overflow for residents living in both St Johns and Chapel Road yet on a Saturday (and this monitoring was carried out before the summer period) the road remains available for further parking.

Having such unrealistic parking restrictions, particularly on a Saturday will have a seriously detrimental effect on the town and its sense of community.

I cannot think of any logical reason why roads located further away from the station are being targeted with unrealistic restrictions and why the disparity between the times – roads nearer the station being Mon-Fri 10-4pm, yet our roads some way away Mon-Sat 9-5pm

The proposals are not welcome and more than half the resident's do not want them enforced.

I look forward to hearing from you that the restrictions WILL NOT be enforced.

Kind regards

From: [REDACTED]
Sent: 22 August 2014 16:50
To: Parking
Subject: Essex County Council (Epping Forest District) Order 201*

Hello, thank you for informing me about the proposed change to parking in St John's Road, Epping, and for the opportunity to respond.

I have twice written in opposition to the Residents parking scheme in this road, but would like to reiterate my views:

- I note that the timing of the proposed restrictions will allow parents of children at Epping Primary School to park in order to bring their children to school at the start of the day, but will prohibit them from parking when collecting them at the end of the school day. This restriction will also create an issue for staff. Twelve parking spaces were allowed when the school was built only a few years ago. I believe this was in the (mistaken) ideal that staff would walk or cycle to and from school. I am sure that the school could provide you with information about how many staff actually live within walking distance of the school. Those that do not will need to park somewhere, unless they can access public transport. If these people cannot park in St John's Road, they will probably park in Lower Swaines and Coronation Hill; there seems an inevitability about these roads too becoming restricted; this may well impact badly on the current staff and on recruitment to the school. Whilst the school is a key issue for parking in St John's Road, it is not the only one having an impact.
- A major feature of Epping is that it is the end of the Central Line. People living in the outlying villages and areas have little choice but to drive into Epping if they travel in to London to work. One solution must be for the County Council and District Council to work with TfL towards an imaginative provision of additional parking at the station, and the reduction, not increase of it.
- It seems to me that parking in Epping is an issue that is not going to go away and a more creative and long-term solution is required. Restricting parking is not a solution, it merely moves the problem.
- I believe that we should be welcoming visitors to our town and that Saturday free parking in our car parks should be highlighted to attract visitors. Epping High Street is showing signs of recovery from the recent economic downturn but greater visitor numbers are needed to sustain this.
- It is not clear to me why the proposed restrictions for St John's Road include Saturdays, when car parking is free of charge in our car parks and parking in the road is rarely a problem.
- One suggestion, which I have broached before, is to create diagonal parking bays on one side of St John's Road with no parking at all on the opposite side. This would mean that where one space is emptied, it can easily be filled - instead of the situation with kerbside parking where a space left by a small car leaving, will not be sufficient for a larger car to be parked.
- Since 'Residents' parking campaign' stickers have appeared in a number of windows in St John's Road, fewer cars have been parked in the road; there has been a noticeable easing of parking for residents. I therefore challenge whether such a measure is needed; apparently these (in my view) unfriendly and unwelcoming notices have already had the desired effect.

Since this is now the third time that these plans have been aired in one form or another, it seems clear that there is not a consensus on it. This must also be a very costly exercise to run over and over again. May I respectfully suggest that it is permanently shelved and that some far more creative solution is sought; one which helps people to feel welcomed to visit and work in our town, not to feel alienated from it.

With best wishes and thanks for your work on this,

[Redacted signature]



Epping
Essex
CM16 5DS

25 August 2014

Dear Sir

Proposals For Residents Parking In Chapel Road, Epping

I am writing to object to the plans to introduce residents parking in Chapel Road, Epping.

The main reason for my objection is because I feel the wrong approach has been taken to the parking problems which exists. I believe the parking problems arise as a result of housing in the area being mainly Victorian and therefore without garages or driveways, which necessitates street parking. Added to this, a large number of households have multiple cars, and thus use not only the parking space outside their own home but others in the street.

I believe, rather than give some thought to the issue, the easy option has been taken of blaming "outsiders" i.e. non-residents for parking problems. After all, it is easier for a resident to get angry with someone who does not live in the area than get angry with someone they know. I do accept that some people using Epping High Street park in St John's Rd. However, if that was the only or the main reason for the parking problems, residents would be able to park easily in the evenings but they cannot. Sunday evenings are a particular problem and I do not accept that the parking difficulties at this time are due to non-residents. I think the parking problems need a more imaginative solution.

I object because I think a minority of very vocal residents have lobbied for residents parking but this is not the wish of the silent majority, who take no action as they are happy with things as they stand. I do not understand why the Council continues to pursue this matter if residents are against it. It feels, as a resident, as if I will continue to be bombarded by the same question until I submit.

I also object to the proposals on the grounds that over the last 10 years, residents have repeatedly objected to residents parking and I understand very few residents voted in favour of residents parking when surveyed last year. It appears that regardless of residents' views, the Council are determined to bulldoze their plans for residents parking through. Is this to raise revenue?

I would like an assurance that if residents parking is rejected on this occasion, it is not reviewed again. If an assurance cannot be given to never review again, then it should not be reviewed again for at least 10 years.

Parking difficulties have worsened each time Epping Forest District Council has intervened. Firstly when parking restrictions were placed in Bodley Close and then further problems arose when parking restrictions were placed around junctions. Whilst I agree with parking restrictions around some junctions, I believe some restrictions are excessive. I can see no proposals to reduce some of the excessive restrictions either in length or duration in order to create more parking spaces.

I object because when residents parking is introduced, further parking restrictions will be implemented, restricting the number of parking places further and causing additional problems.

I object because I can see no proposals to increase the number of parking spaces.

[REDACTED]

I object to the duration of the residents parking. Whilst I object to residents parking completely, if it were introduced, I would wish it to be effective for the shortest duration. I do not understand why it is proposed for 9am to 5pm on Monday through Saturday when other areas of residents parking are restricted to weekdays and between the hours of 10am and 4pm.

~~The parking problems in Chapel Road are caused by residents of St John's Road parking in our street. I would like there to be a separate parking zone for Chapel Road to incorporate half of Ashlyn's Road as this would prevent St John's Road residents from parking in our street and thus alleviate parking problems for Chapel Road residents.~~

I object to residents parking on the ground that it is likely to sour community relations. Currently, residents in Chapel Road are considerate and tend not to park outside their neighbours homes. However, when residents parking is introduced and consequently the number of parking spaces reduced, this will change and cause antagonism between residents.

If residents parking is introduced then a restriction on the number of permits per household also needs to be introduced – I would suggest a maximum of 2 permits per household. I would also like the total number of permits sold to be restricted to the number of parking spaces available.

There was bad publicity on local TV and radio of the Council following parking restrictions implemented in 2007 and I'm surprised the Council wish to invite such criticism again.

I object to the limited time allowed for objections. The statutory minimum period for consultation is 28 days and I do not understand why residents were allowed less time, particularly when it can be anticipated that a large number of residents are likely to be on holiday and therefore unable to voice their objections. Is it because the Council is trying to push through the proposals with minimum taxpayer input.

I think residents parking is the wrong solution to the current parking problems and I object to the current proposals.

Yours faithfully

From: [REDACTED]
Sent: 19 September 2014 13:52
To: Parking; TechTeam
Subject: Parking in St Johns Road Epping

I am a resident of St Johns Road, Epping and am very concerned at the inter [REDACTED] measures recommended for the street. Parking has always been a little difficult but generally a space can be found, albeit not outside my own place of residence, but in the surrounding streets including Ashlyns and Chapel road. I myself, never expect that a secured space outside my home would always be available as that is the way with properties that were built pre the onset of 2 cars per household. Unfortunately though, parking become even more restricted when yellow lines were extended around St Johns, Ashlyns and Chapel roads resulting in the loss of approximately 10 parking spaces, depending on ones ability to park sensibly. I realise this was done to aid the dust carts in manoeuvring around the roads but they were excessive and I believe their length could not be explained logically when questioned by the St Johns Road Residents Parking Campaign group. I myself am a class one HGV driver and I believe that the yellow lines are too long and that any driver could manoeuvre easily around a smaller space thus freeing a possible 6 to 8 spaces if the yellow lines were shortened.

Parking availability was also impacted when the new school opened at the bottom of St Johns Road, forcing the teachers to park on the roads as there was not enough provision in the schools car park for them all. This was absurdly explained as 'encouraging the teachers to walk to school'! Well hopefully they all live in the surrounding areas and don't have to carry heavy lesson material too and from school. Obviously this prompted the residents of St Johns Road, Ashlyns Road and Chapel Road to become disgruntled and decide to try and rectify the situation. The leaflets in the windows definitely reduced the amount of commuters parking to visit the station and the official notices on the lamp posts recently have discouraged this even more. However I believe we have played straight into the Parking Enforcements plan to create a revenue income for the council as I believe this is just another revenue generating scheme. I fail to understand why we need to pay again to park near our homes through expensive parking permits and if that is to be the case, even more so why the cost of the permit increases with each extra vehicle registered at that address. please could you explain why households are penalised for having to pay more for extra vehicles, as I myself have a car, but also a works van which I sometimes use, am I to pay for both as neither of them are parked in the road at the same time? What happens when workmen and contractors, of which there are always many in this vicinity need to carry out work during the day? What about visiting friends and family? Are we limited to the amount of visiting permits? Are we to be penalised for having a large family or huge group of friends? Are we to be inconvenienced by arranging permits every time somebody wants to visit?

Having taken some interest in this subject I have found by observation that the most difficult time to park in the area now, is not when the commuters are around or when the schools are open, but on a Sunday evening when everybody is at home with their cars preparing for the start of a work week. Also the streets were noticeably quieter during August when the schools were closed and people were away on holiday.

Some of the residents are going to grumble that they can not park outside their homes,... but this is unfeasible in street of mainly terrace houses built before mass motoring with no off street parking and residents should be educated and informed about that fact, not penalised by way of a stealth tax via a parking permit.

From: [REDACTED]
Sent: 18 September 2014 13:01
To: Parking; TechTeam
Subject: Parking St Johns Road, Epping

I am a resident of St Johns Road, Epping and am very concerned at the intended parking measures recommended for the street.

Parking has always been a little difficult but generally a space can be found, albeit not outside ones residence, but in the surrounding streets including Ashlyns and Chapel road. I purchased my property in 2008 expecting that a secured space outside my home would not always be available as is the way with properties that were built pre the onset of 2 cars per household. Unfortunately though, parking become even more restricted when yellow lines were were extended around St Johns, Ashlyns and Chapel roads resulting in the loss of approximately 10 parking spaces, depending on ones ability to park sensibly. I realise this was done to aid the dust carts in maneuvering around the roads but they were excessive and I believe their length could not be explained logically when questioned by the St Johns Road Residents Parking Campaign group. Parking availability was also impacted when the new school opened at the bottom of St Johns Road, forcing the teachers to park on the roads as there was not enough provision in the schools car park for them all. This was explained as encouraging the teachers to walk to school! Well hopefully they all live in the surrounding areas and don't have to carry heavy lesson material too and from school. Obviously this prompted the residents of St Johns Road, Ashlyns Road and Chapel Road to become disgruntled and decide to try and rectify the situation. The leaflets in the windows definitely reduced the amount of commuters parking to visit the station and the official notices on the lamp posts recently have discouraged this even more. However I believe we have played straight into the Parking Enforcements plan to create a revenue income for the council.

I fail to understand why we need to pay again to park near our homes through expensive parking permits and if that is to be the case, even more so why the cost of the permit increases with each extra vehicle registered at that address. The prices of permits are regulated and agreed by the North Essex parking partnership board and are in place to cover the costs of the initial implementation and the ongoing administration which will include the "back office" function in place to address and deal with any challenge to parking tickets issued. What happens when workmen and contractors, of which there are always many in this vicinity need to carry out work during the day? Visitor permits are available for this in books of 10, varying nominally in price depending on the duration of the visit. What about visiting friends and family? Same process as workmen/contractor visits. Are we limited to the amount of visiting permits? These are available in books of ten and a maximum of 3 books at any time. Are we to be penalised for having a large family or huge group of friends? The inclusion in any scheme is subject of choice. Are we to be inconvenienced by arranging permits every time somebody wants to visit? If a scheme is in place then the answer would be yes. Interestingly the most difficult time to park in the area now, is not when the commuters are around or when the schools are open, but on a Sunday evening when everybody is at home with their cars preparing for the start of a work week. Also the streets were noticeably quieter during August when the schools were closed and people were away on holiday. Parking permits are not going to resolve this as nobody has a car needlessly. The hard work has already been done by the residents scaring off the commuters which was inconveniencing residents returning home during the day. This just

needs to be enforced officially. Considering the number of local business type objections received, it is quite apparent that there are between 10-20 non residential vehicles parked in the road during the week so the notices do not appear to have had the perceived effect quoted. Action cannot be taken unless there is a restriction/scheme in place.

Why can we not have restricted parking as is operating on the residential roads on the opposite side of the High Street? Is this because the houses in this area have driveways and garages so the residents have no need of on street parking and are therefore not a income revenue? Properties with adequate off street parking/access to garages do not require a scheme.

The parking situation was intolerable at one stage but it has eased due to the residents intervention. Some are going to grumble that they can not park outside their homes but I think this is unfeasible in street of mainly terrace houses with no off street parking. I implore you to re look at the solution to the parking as parking permits are not going to resolve the peak parking problems or being able to park outside ones home.

From: [REDACTED]
Sent: 21 August 2014 18:49
To: Parking
Subject: FAO: Shane Taylor, Technical Team Leader, TRO Comments

Dear Shane Taylor,

Ref: The Essex County Council (Epping Forest District) (Permitted Parking and Special Parking Are) (Consolidation) (Amendment No.39) Order 201*

With regard to your letter dated 11 August 2014 delivered to my home address, I wish to object to the proposed restrictions.

Grounds of objection

1. There is no indication, either in relation to the residents of those areas affected or to the Council, its agents and suppliers, of:

- The reasons for introducing the proposed restrictions
- The benefits which will be experienced following their introduction
- The outcomes which will arise from their introduction

2. There is no indication of how and by whom the realisation of the benefits and outcomes described in 1 above will be monitored and reported to residents.

3. There is no indication of the costs, either to residents or to the Council, of introducing, operating, managing and governing the restrictions.

4. There is no indication of which individuals will be publicly accountable for ensuring the successful realisation of the benefits and outcomes described in 1. above.

5. There is no indication of how residents will be able to hold to account those individuals described in 4. above.

In summary, the introduction of the proposed restrictions is surrounded by a lack of information, a lack of purpose, a lack of clarity, a lack of transparency, a lack of control and a lack of accountability.

I look forward to receiving full and detailed information from you which addresses the issues presented in the above Grounds of Objection.

Yours faithfully

From: [REDACTED]
Sent: 12 August 2014 16:16
To: Parking
Subject: FAO Richard Walker - St Johns Road Epping

Hi Richard,

Apologies if you are not the correct person to contact but I have advised that I should email yourself regarding the parking in Epping on St. Johns Road.

I definitely **object** to this movement of imposing a residents only area as I simply cannot afford to constantly be paying for parking when I work.

~~I have just finished university and got my first job and I am not at a comfortable salary just yet to be paying for permits and tickets.~~

I already deal with rising fuel costs and every other inflation that there is; why am I being penalised for parking.

I can't see any reason for this regime. I already pay road tax to park on unmarked roads and now it is being restricted where I will have to pay an additional fee for leaving my car.

I understand that residents may be uncomfortable with the idea of individuals parking on "their" road but the hours that most people park are agreeable. When residents would otherwise be at work, people should be able to park.

I hope this decision is reconsidered as it doesn't seem fair to keep an important road exclusively for residents. I just simply cannot afford it.

Kind Regards

From: [REDACTED]
Sent: 12 August 2014 15:41
To: Parking
Subject: St. Johns Road

FAO Richard Walker

Dear Sir/Madam,

I have been made aware that there are signs on St Johns Road advising that parking will be designated to residents with no stopping between 9am and 5pm. I would like to make an objection to this as I work in the area and drive to work everyday, this will leave me with nowhere to park except from over a mile down the road, which will mean a tiresome work to and from my work place.

Regards,

From: [REDACTED]
Sent: 12 August 2014 16:30
To: Parking
Cc: [REDACTED]
Subject: Parking in St John's Road, Epping

For the attention of Richard Walker

Dear Mr. Walker,

I write with an objection against the intention to close St John's Road to public parking between 9am and 5pm.

Parking Permits in this area are often on hold and not available owing to being oversubscribed and paying the daily tariff, especially in the Cottis Lane car park, can prove costly. Please consider that a lot of drivers using this road are parking for no other reason than to go to a job of work – their livelihoods. If you close the said road to public parking, you are limiting the opportunities even more in this area, which under the circumstances is extremely unfair on staff from local companies that have no other choice and rely on this parking.

I, therefore, strongly impress upon you to reconsider this move.

Yours sincerely,

From: [REDACTED]
Sent: 13 August 2014 14:49
To: Parking
Subject: ATTN. Mr Walker

Dear Mr Walker,

Re St. Johns Road, Epping

This is an email to object making parking in St Johns Road Epping residents only parking.

I understand it must be very frustrating for the local residents, it is also very frustrating also for people who work in Epping and are unable to park too.

It would make the mornings very difficult to find a space to park and therefore could make people late for work.

Maybe there is something else that could be suggested to resolve the issue and keep both parties happy?

Kind Regards

From: [REDACTED]
Sent: 13 August 2014 12:33
To: Parking
Subject: FAO Richard Walker

Hello,

I am writing to put forward my objection for designated parking on St Johns Road for residents only.

I work in Epping and already find it a struggle to park each morning. I often park on St. Johns Road when, I assume, residents have gone to work, as local public car parks are full or cost over £5 per day. If this cost was to be lowered then I would try to park there but at the current price I simply cannot afford to pay this.

I understand that it must be frustrating for the residents when they are forced to park a short walk from their houses, but my sympathy is fast running out as at least once a month I am challenged by them on the street, this often leads to being verbally abused. I have noticed that residents are now putting their dustbins in the road or placing cones outside of their houses to prevent others parking on the street.

I would urge you to consider this from the point of view of people who travel to Epping to work and bring custom to the town.

I look forward to hearing the outcome from this appeal and would appreciate being advised of any further ways we can object this.

Kind regards,

From: [REDACTED]
Sent: 03 September 2014 16:40
To: Parking
Subject: FW: FAO Richard Walker

Hello,

I am writing to put forward my objection for designated parking on St Johns Road for residents only.

I work in Epping and already find it a struggle to park each morning. I often park on St. Johns Road when, I assume, residents have gone to work, as local public car parks are full or cost over £5 per day. If this cost was to be lowered then I would try to park there but at the current price I simply cannot afford to pay this.

I understand that it must be frustrating for the residents when they are forced to park a short walk from their houses, but my sympathy is fast running out as at least once a month I am challenged by them on the street, this often leads to being verbally abused. I have noticed that residents are now putting their dustbins in the road or placing cones outside of their houses to prevent others parking on the street.

I would urge you to consider this from the point of view of people who travel to Epping to work and bring custom to the town.

I look forward to hearing the outcome from this appeal and would appreciate being advised of any further ways we can object this.

From: [REDACTED]
Sent: 12 August 2014 15:42
To: Parking
Subject: FAO Richard Walker quoting St. Johns Road, Epping

Hello

I have been advised that I should email my objection to making St Johns Road into Permit Parking.

As an employee of [REDACTED] located in [REDACTED] Baker St, Epping, this is the only place I can park as I cannot afford to pay Car Park charges everyday.

If St Johns Road is no longer an option to Park in and there are no reasonable alternatives then I would have to leave my job here.

Please can you mark this as a strong objection to this move.

Thank you

From: [REDACTED]
Sent: 12 August 2014 15:57
To: Parking
Subject: FAO Richard Walker, St. Johns Road, Epping

Good Afternoon,

Would just like to put my opinions forward, regarding the parking in St. Johns Road Epping, as I sympathise with the residents, I would like to state that

1. I have insurance and road tax on my car which allows me to park anywhere that has no restrictions
2. My hours of working are 9-5, which most of the residents have left or leaving for their own place of work and not returning till 5. Hence that when I leave work they can park outside their residence.
- ~~3. Unfortunately if the car parks around Epping where I work were cheaper, we would obviously have no problem parking in them, which will free up the road for residents.~~

Regards,

From: [REDACTED]
Sent: 03 September 2014 13:03
To: Parking
Subject: FAO Richard Walker - Objection for St. Johns Road, Epping parking restrictions

Hi,

I object to the planned parking restrictions for St Johns Road Epping

Kind Regards

From: [REDACTED]
Sent: 12 August 2014 16:24
To: Parking
Subject: Parking St John's Road, Epping

Whilst I appreciate the residents of St John's Road wanting to keep their parking just for them –
What about the people who work in Epping who need to park, where do we park? Local businesses
generate revenue for Epping Council, if employees can't park, Businesses will eventually move to
somewhere that accommodate their staff to parking!!

Regards

From: [REDACTED]
Sent: 12 August 2014 15:40
To: Parking
Subject: FAO Richard Walker St. Johns Road, Epping.

Hi,

FAO Richard Walker St. Johns Road, Epping.

I would like to object to the parking restrictions on St Johns Road, as it will make it very difficult to park anywhere for local business.

I currently work in falconry court bakers lane and all spaces have been allocated out, these restrictions will make it impossible for me to park and to work.

Thank you for your consideration.

From: [REDACTED]
Sent: 13 August 2014 09:31
To: Parking
Subject: St Johns Road Epping

FAO Richard Walker

I would just like to raise an objection to any potential parking restrictions in St Johns Road Epping between the hours of 9.00 am-5.00 pm.

I travel to work in Epping – imposing restrictions would force me to use the car parks, which is not an economically viable option. They are too expensive. I would also suggest that if businesses find it harder to recruit people they would look to move out thereby affecting the local economy.

From: [REDACTED]
Sent: 12 August 2014 15:41
To: Parking
Subject: FAO Richard Walker ST. Johns Road Epping

Hi,

FAO Richard Walker,

I'd like to object to the parking restriction that is being put in place down ST. Johns Road. This will make it difficult for me to park my car and go to work, as car parking spaces are very limited in this area.

I work in Falconry Court and all the spaces there are already allocated, therefore it will be impossible for me to travel to work.

Thanks for your help,

From: [REDACTED]
Sent: 12 August 2014 16:08
To: Parking
Subject: FAO Richard Walker quoting St. Johns Road, Epping.

Dear Mr Walker,

I am against this designated parking as I feel this will really affect me greatly. I work in Falconry Court, Bakers Lane and all the parking for the company has been allocated. Therefore I have to park on the road.

This will not just affect myself but other employees from other businesses in this small high street town.

Many Thanks,

From: [REDACTED]
Sent: 02 September 2014 13:50
To: Parking
Subject: Re: The Essex County Council (Epping Forest District) (Permitted Parking and Special Parking Area)(Consolidation)(Amendment No.39) Order 201

From [REDACTED]
Epping
Essex
CM16 5DS

TRO Comments
North Essex Parking Partnership,

Re:
The Essex County Council (Epping Forest District) (Permitted Parking and Special Parking Area)(Consolidation)(Amendment No.39) Order 201

I wish to object to the proposals as outlined in your letter 11th August.
as in the following reasons:

- 1.The overall effect of these restrictions will be that residents will have to pay to park outside of their own houses - I have lived at the same address for 37 years and have not had to pay for parking for all these years.
I am now a restricted income pensioner and I will find it difficult to afford to park. Have concessions been considered?
- 2.My husband sometimes has to be away from home long periods of time and I am left without transport in order to travel distances where I cannot use train or bus-therefore I have to have access to a car of my own which I will have to pay for parking.
Again this will have an effect on our income.
3. There are only a few residences in Ashlyns road and it has been practice to park in this road from residents in Chapel Road which has caused no objection from the few residents of Ashlyns Road. However the effect will be that these spaces will no longer be available to residents in Chapel Road. **I would be grateful if you could clarify this issue as I believe there will increased congestion in Chapel Road.**
4. There are other cul de sacs or roads with few residents in the Epping area e.g. Albany Court that will have no parking restrictions put upon them **and will now attract residents(not paying parking permits) or people parking their cars while they commute.**

5. In a more positive light perhaps an extension of the station car park(more floors)and lowering of car park fees might be a positive step for commuters and the residents of Epping.

Yours sincerely

Dear Sirs,

My objections and comments about the above are as follows:

If shoppers and visitors are allowed to park for 1 hour in what are the current residential bays, it could happen that a resident cannot park during the day because shopper and visitor cars are clogging up the bays. Under the current rules, residents cannot park in shopper designated bays for more than 1 hour, even though there may be spare places because the shopper cars are at that point in time in the resident bays. If the shopper bays were incorporated with the same rules as the new resident bays, for example a resident permit can stay in the shopper bays under the same rules as in the resident bays, a greater diversity and better usage would be gained for both shoppers and residents.

Also, if shoppers and visitors are to be allowed 1 hour free parking, could the car park at the end of the road, which is currently underused, also include the 1 hour free parking providing even more diversity? The car park is approximately the same distance from the shops as the residential parking bays. Better still, offer 2 hours free parking in the car park and only 30 minutes in the residential bays.

The car park sign at the bottom of Chapel Hill is currently too high off the ground and drivers cannot see it at such a busy junction. Drivers coming from other directions cannot see it at all. Perhaps a relocation of the sign would help?

Also, with visitor parking tickets changing from 1Hr and 4Hr denominations to being 24Hr only, this seems to have not been thought out at all. Why are the 4 Hr tickets being withdrawn? There are not many visitors that would stay for 24 hours. We have regular visitors for between 2 and 4 hours at a time but never for 24 hours. Another thought would be to offer an annual visitor permit that would allow parking for say 4 hours in any single day but payable on an annual bases. The price could be inflated above that of a resident permit and make some money for the council.

My final points are about policing and enforcement. The worst period for parking, from a resident's point of view, is in the early and late evening when returning home from work. At this time of day people are also stopping off for a drink or a meal in the village and so parking can be especially troublesome with cars being parked two and four wheels up on the kerb, as well as on double yellow lines. This is a regular occurrence especially on a sunny evening.

Because of the 1 hour rule, policing and enforcement is now going to take two enforcement visits whereas previously only a single visit was required. Because of this I believe the day-time enforcement is going to become much less effective. I have never seen an enforcement officer in Lower Street at any time after 5:30 or 6:00pm but would appreciate more regular visits especially just after the proposed 4 o'clock change, so as to keep the resident bays clear for workers to return home, and again at 5 and 6 o'clock in the evenings when parking rules are so blatantly being abused by visitors to the pubs and restaurants.

Thank you.
Kind regards.

Dear Mr Taylor

RE: The Essex County Council (Uttlesford District) (Permitted Parking Scheme and Special Parking Area) (Consolidation) (Amendment No. 39) Order 201*

I would like to register my strong objection to the proposed changes to the parking restrictions in Lower Street, Stansted Mountfitchet

As far as I can see there is no need for any relaxation of the current parking restrictions since the village already has ample car parking for shoppers in the village car park which is nearly always half empty and is close to all the shops and all the amenities. If free parking for an hour is required then why can't it be in the actual village car park instead of on a residential stretch of road where we need to try and park.

Clearer signing for the car park would be a good idea and then allow shoppers a free hour parking there using the already existing ticket machines which would minimise cost and not cause any further parking problems for the residents of Lower Street.

One hour parking with no return within four hours is very difficult to police properly and must be more costly than just introducing a one hour free car parking in an existing and under used car park.

As most residents will vouch, parking in Lower Street is already very difficult and the restrictions frequently abused.

On a daily basis when home from work during the week and all day Saturday I watch with amazement drivers completely ignoring the restrictions and parking their vehicles and then watch my fellow residents drive up & down the street unable to park resulting in them having to park in the car park which for residents that have paid to be able to park is very frustrating and very difficult if you have children, your weekly shopping or a heavy load.

I would also like to mention that on a Saturday, like most people, the residents of Lower Street are coming and going all the time and need to be able to park near their homes throughout the day not just after 5.00pm.

Rather than a relaxation I would like to see a more aggressive stance with more policing especially after 5.00pm on weekdays when pressure on parking spaces increases as people return from work.

Any relaxation of the current restrictions will only encourage even more unsociable and disrespectful behaviour. For some customers of the Cork House wine bar & the Dog & Duck pub the whole parking issue is just a bit of a sport and a joke. They park along Lower Street where they know they shouldn't then watch out for your parking enforcement officers. Due to a rather lengthy grace period before a ticket is issued, when they see the officers arrive they all casually emerge, move their cars, wait for the officers to go and then park back where they were.

Even though I think it very kind of your officers to allow such a long grace period I would like to see them be able to ticket people straight away, after all if you have no permit you should not be there at all. This would then make the above mentioned "sport" (which by the way they all find highly amusing) more risky for them and maybe deter such behaviour.

I do hope you will take the opinions of the residents in to consideration and not implement the proposed changes.

I look forward to hearing from you

Yours sincerely

I am a resident at XX Lower Street and write to object to the proposal for non permit holders to be able to park here.

There are very limited spaces along Lower Street especially in front of the house I rent.

I come home all different times as do shift work at Stansted Airport and sometimes find it very difficult getting a space.

Aside from the fact that these spaces are some distance from the main shopping area and there are 2 perfectly good car parks much closer that spaces could be designated for, I pay £70.00 per year for the privilege of parking outside my home and feel that if non permit holders were given the right to park here for free then it would be incredibly unfair to pay such a premium.

I know many other residents feel the same way and hope that an alternative solution is found that better suits all parties involved.

TO TRO COMMENTS/REGISTRATION OF AN OBJECTION

For the Attention of Mr. S Taylor

Dear Mr. Taylor,

As a resident at No. XX Lower Street, Stansted I am writing to object to the proposals outlined in your letter dated 12 August 2014.

My reasoning is:

1. The logic is flawed. The shops and businesses the proposal is designed to support in Lower Street are readily accessible and close by to the existing paid parking area which is rarely fully utilised.

To extend the proposed limited parking to the whole of Lower Street is fatuous as this simply means people will have further to walk to achieve their ambition.

There can only be one conclusion and that is the proposal is disproportionately driven by a small number of people who want quick access and free parking.

2. The concept of free parking is iniquitous if permit holders have to pay. It is another matter if the scheme is to go ahead that permit holders thus denied an opportunity to park because a 'free parker' is occupying a space, should then be entitled to a reduction in permit cost because of reduced availability. Nevertheless it is reasonable point.

3. The 1000 to 1600 hours 'free 1 hour opportunity' is open ended as though in theory it can only be used by one single vehicle per space, it does not limit the number of vehicles using the privilege. The conclusion is that during that period permit holders will be facing much reduced opportunity for occupancy.

4. It is wrong to conceptually consider the 1000-1600 principle as acceptable because it is 'between work hours'. Our end (██████) of Lower Street has a high proportion of people that work part time or non-standard hours, or work from home and/or are retired.

5. The existing 1 hr 'free' scheme in Lower Street close to the junction of Chapel Hill/Station Road, is regularly abused. Given the level of resources you apply it simply is unenforceable despite best efforts of your staff.

6. The question to address is how can 1 hour periods for different vehicles constantly in a state of flux be efficiently policed? Your proposal has made no attempt to see any ticketing facility by machine or other means or explains how enforcement will be achieved. The current evidence for non-enforcement when staff are not there, which is most of the time, is profound.

7. I believe that existing permits have been given out too generously and indeed to residents not in either Lower Street or Grove Hill. Can you confirm that? We note that your proposal suggests only residents of Lower Street may apply for a permit. Does that imply residents of Grove Hill will no longer be allowed to use facilities in Lower Street?

8. There is further good evidence that the existing Lower Street scheme is abused because of inadequate enforcement resources (see also point 5) as pavement parking partially on

double yellow lines is common place and notably after 1800 when the risk of so doing is deemed by many to be acceptable. There is no mechanism to rectify that situation by notifying your offices (other than 'noted') and citizens have few authoritative rights.

Hence as there is a current issue your proposal will only amplify it - unless you are openly committed to full time policing?

9. Your map does not appear to include the existing permitted parking area on the east side of High Lane at its junction with Lower Street.

In conclusion I consider the proposals ill-founded and unworkable while not proposing a sensible review period.

I am therefore strongly opposed to the ideas and suggest if the wishes of a few to have limited near to shops free parking is democratically upheld, then deliver that via the facilities in the public car park making it free for 1 hr periods.

Yours sincerely

I am not in agreement with the proposed amendment times and restrictions.

I currently live at XX lower street with two young children and I find it very dangerous for my family when I am unable to park near my property especially at school run times - I am sure you can appreciate that this is unacceptable and dangerous.

I am unhappy that parking between 10-4pm will congest the area which is already busy as most residents are paying to park two cars already and also I think it unnecessary when there is a very convenient public car park that is under used nearer to the shops and facilities.

I am disgusted that our permit fees have increased including visitors permit passes but the council are not consulting or taking into account the residents needs and safety issues.

I hope that my important issues are taken on board and the parking proposal is rejected.

Dear Mr Taylor

RE: The Essex County Council (Uttlesford District) (Permitted Parking Scheme and Special Parking Area) (Consolidation) (Amendment No. 39) Order 201*

A year ago I hoped the above amendment to our parking scheme may have had minimal impact on the Lower Street residents, however, being relatively new to Stansted 12 months ago and having now witnessed a further 12 months of abuse to the current scheme, my opinion has significantly changed. Therefore I would like to strongly object to the latest proposed Amendment No. 39 for the following reasons.

In order for any parking restrictions to be effective they must receive regular enforcement i.e. the restrictions are only successful where enforcement officers are in regular attendance. This is not the case in Lower Street. Over the last year it has become more and more apparent that after 5pm enforcement officers very rarely attend. On the odd occasion that they do visit after 5pm the non-residents who regularly park along the street just emerge from the local pubs and wine bars, move their cars briefly to avoid getting a ticket and then return when the enforcement officers have left. Surely this indicates that if the limited waiting scheme was introduced during the day it would become even more likely that people without permits would be inclined to park in Lower Street at around 4pm and not move again until the morning when the restrictions are more frequently enforced. So if the waiting scheme was introduced, what assurance can you give us that enforcement officers will start to come regularly i.e. at least once if not twice each evening between 4pm – 9pm? Without this assurance the homeowners along Lower Street will undoubtedly suffer.

I am also totally astounded that the proposed amendment includes 1 hour waiting on a Saturday! So if the need is so great for additional visitor parking outside our homes, which I doubt is the case given there is a Public Car Park just 2 minutes away from the shops and businesses, where would I park my car if I went out during the day and returned between 9am – 4pm? Would I need to find elsewhere to park until 5pm and then hope that an enforcement officer might arrive to move along the non-residents parked outside our homes?

Of course it's important to support the local businesses and shops, I myself use them wherever possible, but why should we the residents of Lower Street be expected to give up the privilege of parking near our own homes? Visitors from outside the village should be instead encouraged to use the Lower Street car park and this is where the 1 hour free parking should be introduced, not along a residential street! The Public Car Park should be more clearly signposted and the local businesses should be supporting the local residents, 'their neighbours', by informing customers of the parking restrictions in Lower Street and encouraging them to use the Lower Street Car Park. If there was limited free parking made available there then the businesses would be more likely to point their customers in that direction.

Futhermore, there has been no mention of a reduction in the cost of our residents permits? If our objections (no doubt there will be many) are ignored and the changes go ahead will we receive a refund/reduction?

Below is a copy of an email I sent yesterday which you may also like to address.

Good morning,

I have just called to enquire about visitor permits for the permit parking scheme we have in lower street, Stansted, Essex. I am a little dismayed / shocked to find that whereas previously we were able to get 1 and 4 hour visitor permits for 25p and 40p respectively, the only option now available to us is a 24 hour permit at £1.00 each.

Please explain the following:

1. Why are the cheaper options no longer available?
2. No notification of this change – you have my address?
3. Why would you need a 24 hr. permit when the restrictions are from 8am – 9pm?

Also is there the possibility of a mobile number I can call when we have a lot of non-residence parked, and can 7pm-9pm be patrolled especially on a Friday night?

Cheers

Shane Taylor

Technical Team Leader

North Essex Parking Partnership

Tel- 01206 282838

Fax- 01206 282716

Email- shane.taylor@colchester.gov.uk

Web- www.parkingpartnership.org

Morning,

RE: letter from Shane Taylor.

I see that you are proposing to amend the permit parking for lower st., Stansted.

I would like to know under what grounds this has been done as it was without (to my knowledge) any consultation of the residences, when we were initially looking at permit parking for lower st., the proposal you are putting forward was looked at and rejected for the following reasons.

1. There is already a car park in lower st which is under used.
2. Afore mentioned car park is the same distance if not closer to a lot of the shops and business that this amendment could benefit.
3. A lot of the residence are not all absent from 10am – 4 pm and therefore where are we expected to park on our return.
4. The same scheme is current available further down the road (near butchers) as is inadequately patrolled.
5. If point 3 is countered by the argument “there will be spaces available” then this would follow that it is not required.
6. Should this go ahead, can we presume a reduction in our annual permits of 46%
7. Would it not be better to offer a period of free parking, for instance 30 mins in the car park.
 - a. This is still with easy reach of the local shops
 - b. Easily enforced by a 30 min visit
 - c. Requires minimal changes to signage and doesn't inconvenience those who already have to pay for the privilege of parking near their own house, which I know isn't a given.


Look forward to hearing from you in a positive response.

Tel- 01206 282838

Fax- 01206 282716

Email- shane.taylor@colchester.gov.uk

Web- www.parkingpartnership.org

Think  before you print this email!

Shane,

Morning, as far as I'm aware none of the district council members live in the area where this will effect, I would be greatly interested in knowing who these individuals are, and whether there is an ulterior motive for proposing this, as per my attached letter reasoning behind this escapes me.

It was a very long and hard fought process to get the parking permit's in the first place, I know that the majority (haven't been able to speak with all of them) of residence feel as I do on this matter, and we currently already have a situation where sometimes at night if returning late we are unable to park, to have this also during the day would be intolerable and like going back in time.

Cheers

Dear Mr XXXXXXXX

Thank you for your email.

The amended proposal was produced following additional discussions with District Council members following comments and suggestions made during the last formal consultation.

Your objection will be considered on the expiration of the advertised consultation period. You will be informed once a decision has been made.

A colleague will also respond separately regarding your secondary query regarding permit prices and changes.

Kind regards

Shane,

Further to my previous letters I'd like to site an example of as a direct result of inadequate policing my wife and I noticed last night.

Two vehicles pulled up and parked in residence bays at 20.00 hrs and did not depart until past 22.00, the residence in question arrived back shortly after 20.00 hrs and due to the lack of parking were force to use the car park of the Dog and Duck pub. This is quite a common occurrence as enforcement officers are seldom seen after 18.30 on any day.

If people already feel as though they can park without consequence, and your own enforcement officer's determine, as do I and other residence that one hour no return is unenforceable and liable to be abused, how can this realistically still go forward.

I was originally agreeable to this proposal, however without some sort of ticketing system (could be available in the car park) this is completely unenforceable, and when residence are being asked to pay for the privilege of having someone else park outside their house, also on Saturdays more than a little harse.

Cheers

Dear Mr XXXXXXXX

Thank you for your email which will be forwarded to the relevant District Council representatives for information.

The proposal merely provides visitors to local businesses with a number of spaces which are usually free during the relevant times in the day (visits have been made on numerous occasions to witness this) and will not affect the available space required for residents after 4pm.

Your comments will of course be considered at the appropriate time before a definitive decision is made.

Kind regards

Shane Taylor

Technical Team Leader

North Essex Parking Partnership

Dear Mr XXXXXX

Thank you for your additional email.

Whilst your comments are appreciated, there are numerous examples of dual use bays in service across all of the areas we cover and none of these require a separate ticket to differentiate between resident's vehicles and those of visitors.

There is a proven method of enforcing the bays in question, albeit subject to the availability of resources however an enforcement colleague is copied into my reply to ensure that they are aware.

The bays are likely to receive a level of enforcement in the future due to the presence of nearby restrictions in Cambridge Road which also require the same officer attention.

I do not believe that our officers deem limited waiting to be unenforceable as we have, as mentioned have an extensive number of these in all of the Districts which are actively enforced, whenever possible.

Unfortunately it is often the case that enforcement officers are not always visible when observations are made of a particular area, however the numerous tickets issued to motorists across the parking partnership area would prove otherwise.

I will be away from the office as of midday until September 1st, then heavily involved with the introduction of the Colchester Residents Parking Review until the third week in September and maybe unable to answer any further emails as readily as usual.

Kind regards

Shane Taylor

Technical Team Leader

North Essex Parking Partnership

Tel- 01206 282838

Fax- 01206 282716

Email- shane.taylor@colchester.gov.uk

Web- www.parkingpartnership.org

Think  before you print this email

To: North East Parking Partnership

ECC (Uttlesford District)(Permitted Parking & Special Parking Area) (Consolidation)
(Amendment No. 39) Order 201

Thank you for advising us of the proposed changes to the parking and waiting restrictions in Lower Street, Stansted. We are the owners of XX Lower Street.

We welcome the relaxation of the parking restrictions to allow limited parking during the day. However, we consider that the daytime parking concession for limited waiting Monday to Saturday should be amended to 9.00am to 5.00pm and be for two or three hours and not one hour.

One of the main drivers for this has been the decision to discontinue the one hour and four hour parking permits and to replace them with full day parking permits for £1.00. This means that if a resident has a cleaner, gardener or tradesman (etc.) visiting for more than one hour this will cost £1.00 compared to the £0.25 or £0.40 previously permitted. This is a significant cost if you have a weekly cleaner or gardener.

In order to avoid this extra cost, we would suggest increasing the permitted parking between 9.00am and 5.00pm to 2 or 3 hours. This will mean that less of this type of visitor will cost us and other residents of Lower Street £1.00 each time they do a short visit.

We see no downside to this proposal since there is ample spare parking in Lower Street during the day, so no competition for space will occur.

previously we were able to get 1 and 4 hour visitor permits for 25p and 40p respectively, the only option now available to us is a 24 hour permit at £1.00 each.

Please explain the following:

1. Why are the cheaper options no longer available?
2. No notification of this change – you have my address?
3. Why would you need a 24 hr. permit when the restrictions are from 8am – 9pm?

Also is there the possibility of a mobile number I can call when we have a lot of non-residence parked, and can 7pm-9pm be patrolled especially on a Friday night?

Cheers

I would like to say that I totally agree with XXXXX comments

Is there an ombudsman we can refer to when you raise charges. Who sets and agrees the charges?

Regards

Morning,

RE: letter from Shane Taylor.

I see that you are proposing to amend the permit parking for lower st., Stansted.

I would like to know under what grounds this has been done as it was without (to my knowledge) any consultation of the residences, when we were initially looking at permit parking for lower st., the proposal you are putting forward was looked at and rejected for the following reasons.

1. There is already a car park in lower st which is under used.
2. Afore mentioned car park is the same distance if not closer to a lot of the shops and business that this amendment could benefit.
3. A lot of the residence are not all absent from 10am – 4 pm and therefore where are we expected to park on our return.
4. The same scheme is current available further down the road (near butchers) as is inadequately patrolled.
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6. Should this go ahead, can we presume a reduction in our annual permits of 46%
7. Would it not be better to offer a period of free parking, for instance 30 mins in the car park.
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 - b. Easily enforced by a 30 min visit
 - c. Requires minimal changes to signage and doesn't inconvenience those who already have to pay for the privilege of parking near their own house, which I know isn't a given.

Look forward to hearing from you in a positive response.

Below is a copy of an email I sent yesterday which you may also like to address.

Good morning,

I have just called to enquire about visitor permits for the permit parking scheme we have in lower street, Stansted , Essex. I am a little dismayed / shocked to find that whereas

Report to: Joint Committee, North Essex Parking Partnership (NEPP)
Date: 12 March 2015
Subject: Interim Risk Register Review
Author: Hayley McGrath, Corporate Governance Manager, Colchester Borough Council
Presented by: Hayley McGrath, Corporate Governance Manager, Colchester Borough Council

1. Action Required

1.1 The Joint Committee is requested to review and comment on the risk register, attached at appendix 1, for the North Essex Parking Partnership.

2. Background Information

2.1 The Joint Committee agreed the 2014/15 Risk Management Strategy for the NEPP on 26 June 2014. The strategy states that the Joint Committee will be provided with an update on the strategic risk register every six months.

2.2 Therefore an interim review of the register has been carried out, with officers, to ensure that the risks are still appropriately identified and managed.

2.3 It was felt that there had been a significant change in the probability and impact of two risks, resulting in increased scores:
1.2 - Due to financial constraints, one of the partners challenges the funding arrangements for the partnership, from 6 to 16, and
1.7 - The three year review of decriminalised parking by Essex County Council results in fundamental changes to the service, from 6 to 16.

2.4 The two risks above are now the highest ranking strategic risks replacing:

- Impact of potential future financial challenges, &
- Rate of response to business needs and demands.

The risk matrix is set out at appendix 2.

2.5 The operational risks are managed by the service and currently the highest operational risks relate to the possibility of an officer or member of the public incurring a serious injury and an interruption to the IT that is required to deliver the service.

2.6 It is requested that the Joint Committee reviews the risks to ensure that all members are satisfied that the risks still reflect the issues faced by the service and that they are appropriately scored.

Background Papers

The North Essex Parking Partnership Risk Management Strategy 2014/15

STRATEGIC RISKS

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.1	A partner is not represented at a meeting as a suitable member from that authority has not attended, or the meeting is not quorate	There is an imbalance in the decision making power of the committee. A decision is taken on a local matter without local representation. Meeting has to be postponed Decision making delayed.	Each authority will consider their arrangements to ensure that they are appropriately represented. Publish dates in good time combine meetings with other commitments where possible. Committee agendas to be printed a minimum of a week in advance of the meeting.	Each member authority/ Cttee Officer	June 2015	2	2	1		
1.2	Due to financial constraints, one of the partners challenges the funding arrangements for the partnership	Decrease in service provision / failure of the partnership. Stranded costs to be covered by the remainder of the partners.	Ensure that member authority representatives fully understand the partnership agreement and are involved in the budget setting of each authority	Chief Finance Officer	June 2015	16	4	4	3	2
1.3	There's a change in political will of a partner that leads to the partner withdrawing from the arrangement	Decrease in service provision. The partnership fails and external funding is lost or needs to be repaid.	Ensure that performance of the partnership is appropriately reported back to each authority and the effects of withdrawing are understood	Parking Partnership Manager	June 2015	8	2	4		

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.4	Preferences of members, or party political directions, dictate the direction of the meeting.	Adverse reputational impact on the partnership. The items for decision on the agenda do not receive equitable debate and more important items may not receive proper consideration. Decisions are not in the best interests of the partnership. Imbalance in services provided to each partner	Strong chairmanship of the meetings. Members should ensure that they are aware of the committee protocols.	Parking Partnership Manager	June 2015	4	2	2		
1.5	Relationship between senior management of the partnership and the committee deteriorates.	Low morale, poor decision making reduced capacity Lack of innovation.	Strong leadership of the partnership Open and honest communication between management and committee	Parking Partnership Manager	June 2015	4	2	2		
1.6	Lack of partnership support for shared targets.	Failure to deliver key targets, missed opportunities, Tarnished reputation.	Ensure that partners are fully briefed on and committed to shared targets.	Parking Partnership Manager	June 2015	3	1	3		

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.7	The Essex County Council three year review of decriminalised parking services across the county results in fundamental changes to the service.	Direct effect on the partnership as any changes could undermine confidence and alter the services that the partnership is required to deliver, possibly resulting in resourcing and delivery issues.	Members of the committee should maintain close liaison with County and ensure that all opportunities to participate in discussions are taken.	Chair of the joint committee	June 2015	16	4	4	2	3
1.8	Removed									
1.9	Potential future financial challenges, of reduced income and increased costs, are greater than expected.	Inability to invest in the future of the service. Missed opportunities Failure of the service.	Financial performance is stringently monitored and deviancies reported to the partnership for action.	Parking Partnership Manager	June 2015	15	3	5		
1.10	The partnership is subject to a major legal challenge relating to policy decision.	High financial impact of defending action. Reputation loss Reduction or withdrawal of services	All policy decisions are made in line with legal powers.	Chair of the joint committee	June 2015	8	2	4		
1.11	Removed									
1.12	Lack of agility responding to business need and demand, based on historical data in cttee reports.	Headline figures sway discussion, masking debate around project and solutions based improvements.	Ensure that committee reports contain relevant and timely data that is balanced with future solutions, which identify critical issues and root cause analysis not just headline performance.	Parking Partnership Manager		12	3	4		

IMPACT TABLE

	Very Low	1	Low	2	Medium	3	High	4	Very High	5
PROBABILITY	<10%		10 – 25%		25 – 50%		50 – 75%		>75%	
Impact	Minimal - no interruption to service delivery < £10k		Minor - temporary disruption to service delivery £11k - £25k		Significant - interruption to part of the service £26k - £75k		Severe – full interruption to service delivery £76k - £100k		Catastrophic – complete service failure £100k<	

Minimum Score = 1
Maximum Score = 25

Low risk = 1 – 4 Medium Risk = 5 – 12 High Risk = 13 – 25

Removed Items

No	Risk
1.8	Decisions are taken on a political basis as opposed to being considered on their own merits.
1.11	Income assumptions are based on outdated financial data.

NORTH ESSEX PARKING PARTNERSHIP

RISK MATRIX MARCH 2015
(pre committee consideration)

Low Risks	Medium Risks	High Risks
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Scoring 1-5

Risk Tolerance Line

Probability of Occurrence	5 Very High					
	4 High				2 ↑ 7 ↑	
	3 Medium				12	9
	2 Low		4 5		3 10	
	1 Very Low		1	6		
		1 Very Low	2 Low	3 Medium	4 High	5 Very high
Severity of Impact						

Risks Removed

- 1.8 Decisions are taken on a political basis as opposed to being considered on their own merits.
- 1.11 Income assumptions are based on outdated financial data.

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

Date: 12 March 2015

Subject: Internal Audit Report

Author: Hayley McGrath, Corporate Governance Manager, Colchester Borough Council

Presented by: Hayley McGrath, Corporate Governance Manager, Colchester Borough Council

1. Action Required

1.1 The Joint Committee is requested to review and comment on the attached Internal Audit report for the North Essex Parking Partnership (NEPP)

2. Background Information

2.1 Colchester, as the lead partner for the NEPP is responsible for carrying out an annual audit of the partnership activities, covering both on and off street parking.

2.2 Historically there has been minimal communication between the Audit function at Colchester and the other partners. This has led to issues for some partners being able to provide assurance about their car parking income in their yearend accounts.

2.3 This was recognised last year and the Corporate Governance Manager met with the internal audit teams of several partners last November, to discuss processes and how assurance can be provided.

2.4 It was also recognised that the Joint Committee was not receiving formal notification of the results of the annual audits or being given the opportunity to review the outcomes.

2.5 Therefore it was agreed that for future audits the audit brief would be circulated amongst the partner auditors for comment, prior to the audit being commenced, so that it could be amended to reflect partner requirements if necessary. The final report would then be submitted to the Joint Committee for comment, following which it would be sent to each partner's auditors.

2.6 In future years the internal audit will be carried out during December and January to ensure that the final report is available before the year end, so that each partner can use the findings to provide assurance in their yearend processes.

2.7 All audit reports are given one of four assurance ratings – no assurance, limited assurance, substantial assurance or full assurance. This is based on the number and severity of the recommendations. A guide to assurance levels and recommendations is set out at appendix 1.

3. 2014/15 Audit Review

3.1 The audit brief was circulated to partners in December 2014 and there were no changes requested. The Audit then commenced just after Christmas and the report was produced by February 2015. The results of the audit are contained in the report attached at appendix 2.

- 3.2 There were only four recommendations made in the report and these related to reconciliations, write-off processes and bailiff agreements, which enabled a substantial assurance rating to be given.
- 3.4 Whilst a substantial assurance had been given in the previous year's audit, the number of recommendations has been reduced from six to four. Which is a good indication of the systems continuing to be improved.

4.0 Conclusion and Recommendations

Members are asked to consider the attached internal audit report and agree to it being distributed to partner audit teams.

Key to Assurance Levels

Assurance Gradings

Internal Audit classifies internal audit assurance over four categories, defined as follows:

Assurance Level	Evaluation and Testing Conclusion
Full	There is a sound system of internal control designed to achieve the client's objectives. The control processes tested are being consistently applied.
Substantial	While there is a basically sound system of internal control, there are weaknesses, which put some of the client's objectives at risk. There is evidence that the level of non-compliance with some of the control processes may put some of the client's objectives at risk.
Limited	Weaknesses in the system of internal controls are such as to put the client's objectives at risk. The level of non-compliance puts the client's objectives at risk.
No	Control processes are generally weak leaving the processes/systems open to significant error or abuse. Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.

Recommendation Gradings

Internal Audit categories recommendations according to their level of priority as follows:

Priority Level	Staff Consulted
1	Major issue for the attention of senior management and the Governance Committee.
2	Important issues to be addressed by management in their areas of responsibility
3	Minor issues resolved on site with local management.



Colchester Borough Council
Final Internal Audit Report
Parking Partnership Services Including Income (Ref: 929)

February 2015

This report has been prepared on the basis of the limitations set out on page 19.

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1. Executive Summary

1.1. Introduction

This report details the results of the internal audit of the controls in place over the Parking Partnership including Income function and has been undertaken in accordance with the approved Internal Audit Plan for 2014/15. Our audit approach and a summary of the work undertaken are provided in the Audit Framework in Appendix 1.

1.2. Background

The North Essex Parking Partnership (NEPP) came into place in April 2011. A Joint Committee has been formed for the purpose of this Partnership, with Colchester Borough Council being the Lead Authority. Other authorities within the Partnership are Harlow District Council, Braintree District Council, Epping Forest District Council, Uttlesford District Council and Tendring District Council. The Partnership consists of on-street and off-street parking; Tendring District Council are not part of the off-street partnership and a limited service is provided to Harlow.

In October 2014, the Council outsourced the cash collection process to G4S. G4S now carry out the cash collection and banking on behalf of each authority. Prior to October 2014, the Parking Team at the Council was responsible for this process.

The fieldwork for this audit was undertaken in January and February 2015.

1.3. Audit Opinion

Audit Opinion & Direction of Travel	No Assurance	Limited Assurance	Substantial Assurance	Full Assurance
	We categorise our opinions according to the assessment of the controls in place and the level of compliance with those controls.			
			●	
			●	

Rationale Supporting Award of Opinion and Direction of Travel	<p>The audit work carried out by Internal Audit (the scope of which is detailed in Appendix 1) indicated that:</p> <p>While there is a basically sound system of internal control, there are weaknesses, which put some of the Council's objectives at risk and/or there is evidence that the level of non-compliance with some of the control processes may put some of the Council's objectives at risk.</p> <p>This opinion results from the fact that we have raised four priority 2 recommendations, full details of which can be found within the main body of the report.</p> <p>A previous systems audit was undertaken in February 2014 when a Substantial Assurance opinion was also given. Based on this opinion, there has been an unchanged direction of travel indicator.</p>
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1.4 Summary of Findings

Partnership Agreement

A signed agreement was confirmed to be in place for the NEPP. The agreement included details on the Joint Committee, that was formed as result of the Partnership, and the various responsibilities for the lead and partner authorities involved.

Discussions with the Parking Partnership Group Manager identified that as the Lead Authority, the Council provide assistance to the other authorities if required. One such example was the Council helping Braintree District Council in their review of their disabled parking facilities.

Policies and Procedures

The Parking Strategy and Development Plan outline the 5-year strategy for the Partnership. It includes details on the Partnership mission, future visions and expected benefits of the agreement. This strategy has been updated, covers the period 2013/14 to 2017/18 and was presented to the Joint Committee in June 2014.

Policies and procedures for the day-to-day operation of the Partnership were confirmed to be in place at the Council, and are available to relevant staff on the T-Drive. Guidance includes information on operational protocols, enforcement policies and cancellation of penalty charge notices (PCNs).

The Chipside system is used to administer the daily parking operations, including the issuing of PCNs. The system enables the Parking Team staff members to trace all parking information relating to any individual, including vehicle registration numbers, previous permits etc. A full price list for all car parks under the jurisdiction of the Partnership was also confirmed to be in place. All relevant staff has access to this list on the T-Drive and are informed of any price changes via email from one of the Parking Systems Team Leaders.

The Mi-Permit system has been introduced within the Colchester area, and a further roll-out to the other areas is planned. This system enables residents to purchase season tickets on line, using a code issued by the Council. The Mi-Permit system no longer requires residents to display permits in their vehicle, instead a number plate recognition system is used to detect unauthorised parking.

Accounting for Income

The Partnership Budget for the 2014/15 financial year including partner contributions was agreed and presented and approved to the Joint Committee in January 2014.

A walkthrough confirmed that all partner councils were invoiced on a quarterly basis for their Partnership contributions. All invoices were confirmed to have been raised on time, paid promptly and were present in the accounts of the relevant authority.

Braintree, Harlow, Epping Forest and Uttlesford District Councils' have delegated their off-street parking functions to the Council. All PCN and permit income is allocated to the appropriate authority through the use of codes. Codes are automatically set on Chipside to ensure income is then allocated correctly. The income from the off-street partnership is then returned to the relevant partner authority on a monthly basis. The Parking Business Manager also carries out a monthly reconciliation of PCN income.

A random sample of 25 daily PCN reconciliations was selected for testing. It was confirmed in 24 of the 25 cases that the daily reconciliation had been carried out. In the one remaining case, there was no evidence that the reconciliation (dated 7 May 2014) had been completed. When this reconciliation was requested, the file was found, however the 'prepared by' and 'reviewed by' dates were shown as January 2015, therefore this was not prepared in a timely manner. A recommendation has been raised (Recommendation 1).

Season Tickets

Testing of a random sample of 25 daily season ticket reconciliations identified two cases where there was no evidence of an independent review of the reconciliation. A recommendation has been raised (Recommendation 1).

Monthly reconciliations of season ticket income were also confirmed to be carried out by the Parking Business Manager. A selection of 25 season ticket transactions was tested and it was confirmed in 23 cases that the fee collected was correct according to the Permits and Season Ticket Price List. In the two remaining cases, evidence was provided that the fee collected was correct at the time of the transaction.

Partnership Costs

The Council are responsible for the administering of all parking expenditure as the Lead Authority within the Partnership. Testing confirmed that in all cases the expenditure was authorised appropriately by a member of staff at the Council. It was also confirmed that: the correct VAT code had been applied; expenditure had been charged to the correct account code for the relevant council; and the cost centres used were appropriate. Similarly, where expenditure is found to fall outside the remit of the partnership agreement, the relevant Council is invoiced for the cost.

Joint Committee

A Joint Committee was formed as a result of the establishment of the Partnership. The agreement states that the Committee should meet at least four times within the financial year and the forward plan of meetings confirms this is the case for 2014/15. All Partnership issues are raised and resolved through the Joint Committee, with the agenda for each meeting being released at least five working days before the meeting date.

Separate year-end accounts are published for the Joint Committee at the end of each financial year. The year-end accounts were last presented in June 2014 and were published on the Council and Partnership websites.

Management Information

The Parking Partnership Group Manager holds monthly meetings with the Service Accountant. These meetings cover the monthly budgets that are produced as well as salary monitoring and income. A business case for the Parking Partnership was also confirmed to have been developed which include information on the financial position at its time of inception, future year financial forecasts and any anticipated transitional issues due to the formation of the Partnership. An annual report is also produced at the end of each financial year.

Procedures for the Collection of Car Park Fees

Operational procedure documents covering the Partnership cash collection were confirmed to be in place and are available to all staff in hard copy format. Separate operational procedures are in place for the Council and Braintree District Council, with a joint procedure in place for Uttlesford District Council and Epping Forest District Council.

The Parking Operations Leaders carries out risks assessments on an annual basis, or more frequently if operational circumstances change. Risk assessment identifies the possible risks staff may face and any risks to the wider public. This had last been completed in June 2014.

Security and Accuracy of Car Park Income Collection

From October 2014 the Council is no longer involved in the cash collection process; G4S are now responsible for this. The cash is collected by G4S, counted and then banked. G4S provide the Council with the tickets from the car parking machines for each collection, along with a report showing the totals to be banked for each machine. Officers at the Council complete a cash collection sheet, reconciling the G4S report, by car park machine to the Cale Bri report, which details what the machine has recorded as its takings. The testing completed identified there are a number of issues with the information provided by G4S, making it difficult and time consuming to reconcile the machine takings, and also the banking. The Council is currently liaising with G4S to rectify this situation. As a result of the reporting issues, it was noted there is a backlog dating back to January 2015 of the cash collection reconciliations, however the money has been banked and is recorded in the ledger. A recommendation has been raised. (Recommendation 2).

Production and Review of Management Information including Variance Reporting

The Parking Team management receive a monthly report that breakdowns the expenditure and income for both the on and off street parking functions. The report shows the actual, budget and variance figures and details the forecast outturn and variance.

It was confirmed from discussions with the Business Manager that variance monitoring was completed during the period when the Council collected the money and that a new system has now been put in place. However due to the reporting issues with G4S, identified above, the reconciliation of income and the subsequent monitoring of any variance has been delayed. This is covered as part of Recommendation 2.

Debt Recovery Including Write Offs

There are procedures in place for the recovery of debt. These include the use of bailiffs when the debt reaches the appropriate recovery stage. A random sample of PCN's issued was selected to ensure that the agreed procedures had been followed. In all 25 cases tested, there were no issues arising as in all cases the correct procedure had been followed and the debt had either been recovered or recovery action escalated.

It was noted that after 12 months of the debt being with the bailiff, if no payment has been received, the bailiffs return the debt to the Council and the debt should be written-off. Currently, no debt is being written-off due to an issue with the authorisation procedure. The Council are currently working on this to ensure irrecoverable debt can be written-off. A recommendation has been raised (Recommendation 3).

Access to Car Park Pay Point Keys

A key register was confirmed to be in place at the Parking Offices, with details of all staff with access to keys at St John's Car Park, St Mary's Car Park and other surface car parks across the Partnership.

Debt Management Including Bailiffs

The Council currently use three bailiffs for the collection of non-paid PCNs; Equita, Marstons and Newlyn. It was noted from discussions with the Business Manager that a Service Level Agreement with the bailiffs has been produced but that none of the bailiffs have signed up to it at the current time. However, it was noted that the Parking Service is working with the Senior Procurement Specialist from the Essex Procurement HUB to complete this. A recommendation has been raised (Recommendation 4).

Equita payments are automatically updated on Chipside. Reports of the money paid are sent to the Parking Business Manager who checks receipt on the system and then disposes of the reports. Reports are received from Newlyn and Marstons on a weekly basis, which is shortly to be changed to monthly, as there are only a small number of payments received. The details for the payments are then manually updated to the correct account on the

system. Testing was completed on a random sample of cases from each bailiff and the payment details from the reports verified to Chipside. No anomalies were identified from the sample examined.

1.4. **Acknowledgement**

We would like to thank the staff of the North Essex Parking Partnership for their assistance during the audit.

2. Observations and Recommendations

The recommendations from the report are presented below to assist you with the implementation of change.

Adequacy and Effectiveness Assessments (definitions are found in Appendix 2)	Area of Scope	Adequacy of Controls	Effectiveness of Controls	Recommendations Raised		
				Priority 1	Priority 2	Priority 3
	Partnership Agreement	Adequate	Effective	0	0	0
	Policies and Procedures	Adequate	Effective	0	0	0
	Accounting for Income	Adequate	Partly Effective	0	1	0
	Season Tickets	Adequate	Partly Effective#	0	0	0
	Partnership Costs	Adequate	Effective	0	0	0
	Joint Committee	Adequate	Effective	0	0	0
	Management Information	Adequate	Effective	0	0	0
	Procedures for the Collection of Car Park Fees	Adequate	Effective	0	0	0
	Security and Accuracy of Car Park Income Collection	Adequate	Partly Effective	0	1	0
	Production and Review of Management Information Including Variance Reporting	Adequate	Partly Effective*	0	0	0
	Debt Recovery Including Write Offs	Adequate	Partly Effective	0	1	0
	Access to Car Park Keys	Adequate	Effective	0	0	0
	Debt Management Including Bailiffs	Adequate	Partly Effective	0	1	0
Total				0	4	0

Recommendation raised under the 'Accounting for Income' area.

* Recommendation raised under the 'Security and Accuracy of Car Park Income Collection' area.

Accounting for Income

2.1. Reconciliation Files

Priority 2

Recommendation	Rationale	Responsibility
Reconciliations of Parking Charge Notices (PCNs) and season ticket should be recorded within a spreadsheet, detailing the amounts and who has prepared and reviewed the reconciliation.	<p>Reconciliations should be checked and reviewed by two members of staff to ensure a segregation of duties, and to help enable the identification of discrepancies and/or issues.</p> <p>Testing of 25 PCN reconciliations was completed with one case being identified where the PCN reconciliation (dated 7 May 2014) had not been prepared and reviewed in a timely manner. In addition testing in relation to season ticket daily reconciliations also identified two cases, from the 25 examined, where there had been no independent review.</p> <p>The current process is for the reconciliation to be printed out and signed as agreed and reviewed. This is a paper intensive process and results in the need to store a large number of reconciliations. A spreadsheet should be used to record the reconciliation, this provides evidence the reconciliation has been completed, without the requirement to store the paper files.</p>	Business Manager and Team Leaders
Management Response		Deadline
We are more than happy to move this to a spreadsheet and will be actioned immediately. The current system requires us to store a large amount of paper work – so this recommendation works really well for us.		To be completed and actioned by end of Feb 2015

Security and Accuracy of Car Park Income Collection

2.2. G4S Reports

Priority 2

Recommendation	Rationale	Responsibility
<p>The reports received from G4S detailing the cash collections should be tailored to provide the information the Council requires.</p> <p>In addition, the backlog of reconciliations needs to be completed as soon as possible.</p>	<p>Relevant and appropriate information needs to be supplied by G4S to allow the Council to undertake their reconciliations.</p> <p>The current cash collection information that the Council receives from G4S is not in a user friendly format. The cash banked date is recorded but this can be some days after the money was collected, making the reconciliation process labour and time intensive. The monitoring of variances cannot be completed in a timely manner if the initial reconciliation is delayed.</p> <p>In the absence of relevant reporting there is an increased risk that income is not being correctly allocated to the appropriate car park, therefore potentially impacting on the management information that is produced. There is also a delay in identifying any variances meaning that any required investigation / remedial action is also delayed.</p>	Business and Technical Managers
Management Response		Deadline
<p>We have asked G4S to make the amendments necessary and will chase accordingly which is currently happening. We have asked for reports to be customised to fit our needs, but G4S have not been very forthcoming as many of their reports are automatically generated and therefore we have to work within the limits of these. We have adapted and whilst the way we are currently working is not ideal in regard to resources used we are managing. We recognise that the issue of variances is not currently being looked at, but this is being addressed within the department using existing resources.</p>		End of FY 14/15

Debt Recovery Including Write Offs

2.3. Approval of Write Offs

Priority 2

Recommendation	Rationale	Responsibility
The approval method for the parking write-offs should be formally agreed.	<p>The approval method for the parking write-offs needs to be approved so that the governance requirements expected by management are clearly defined.</p> <p>Two recommendations were raised as part of the Corporate Debt audit (2011/12) in relation to the documentation and approval of parking write-offs. Action has been taken to improve the process and a spreadsheet is now produced to record the write-offs, however, a final determination has not yet been made in relation to the approval of the write-offs.</p> <p>In the absence of an agreed protocol for parking write-offs there is an increased risk that write-offs are completed incorrectly and that the Council fails to comply with its Standing Financial Instructions.</p>	Group Manager and Business Manager
Management Response		Deadline
<p>The present system is time consuming and uses significant resources which has made the task more efficient, but time consuming. This will be re-examined to see if further efficiencies can be made.</p> <p>The issue of writing debt off on behalf of another authority has been brought up as an issue and needs further consideration. It is believed that the Agreement encompasses the delegated powers from the partner authorities required.</p> <p>A write-off process will be written relating to on-street and off-street debts and submitted to the Joint Committee meeting in June for agreement.</p>		Joint Committee meeting – June 2015




Debt Management Including Bailiffs

2.4. Service Level Agreements with Bailiffs

Priority 2

Recommendation	Rationale	Responsibility
The Service Level Agreements (SLAs) with the bailiffs should be signed by each of the bailiffs as soon as possible.	Signed SLAs define the agreement between all parties and set out service expectations. It was confirmed that a Bailiffs SLA had been produced but that the companies had not yet signed up to them. In the absence of signed SLAs there is an increased risk that service provision falls below expectations and there may be limited means of recourse in the event of service issues.	Business Manager and responsible Team Leader
Management Response		Deadline
This a work in progress and officers are currently working with procurement and the tender experts to join a framework which will allow bailiffs to be appointed accordingly. Once on the framework SLAs will be issued and signed.		April 2015

Direction of Travel

	Improved since the last audit visit. Position of the arrow indicates previous status.
	Deteriorated since the last audit visit. Position of the arrow indicates previous status.
	Unchanged since the last audit report.
No arrow	Not previously visited by Internal Audit.

Adequacy and Effectiveness Assessments

Please note that adequacy and effectiveness are not connected. The adequacy assessment is made prior to the control effectiveness being tested.

The controls may be adequate but not operating effectively, or they may be partly adequate / inadequate and yet those that are in place may be operating effectively.

In general, partly adequate / inadequate controls can be considered to be of greater significance than when adequate controls are in place but not operating fully effectively - i.e. control gaps are a bigger issue than controls not being fully complied with.

	Adequacy	Effectiveness
	Existing controls are adequate to manage the risks in this area	Operation of existing controls is effective
	Existing controls are partly adequate to manage the risks in this area	Operation of existing controls is partly effective
	Existing controls are inadequate to manage the risks in this area	Operation of existing controls is ineffective

Appendix 1 - Audit Framework

Audit Objectives

The audit was designed to assess whether management have implemented adequate and effective controls over the Parking Partnership Services Including Income.

Audit Approach and Methodology

The audit approach was developed with reference to the Internal Audit Manual and by an assessment of risks and management controls operating within each area of the scope.

The following procedures were adopted:

- identification of the role and objectives of each area;
- identification of risks within the systems, and controls in existence to allow the control objectives to be achieved; and
- Evaluation and testing of controls within the systems.

From these procedures we have identified weaknesses in the systems of control, produced specific proposals to improve the control environment and have drawn an overall conclusion on the design and operation of the system.

Areas Covered

Audit work was undertaken to cover the following areas:

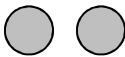



- Partnership Agreement;
- Policies and Procedures;
- Accounting for Income;
- Season Tickets;
- Partnership Costs;
- Joint Committee;
- Management Information;
- Procedures for the Collection of Car Park Fees;
- Security and Accuracy of Car Park Income Collection;
- Production and Review of Management Information Including Variance Reporting; and
- Access to Car Park Pay Point Keys

Appendix 2 - Definition of Audit Assurance

Assurance Gradings

For each audit, we arrive at a conclusion that assesses the audit assurance in one of four categories. These arise from:

- Our evaluation opinion: we assess the system of controls, which are in place to achieve the system objectives.
- Our testing opinion: we check whether the controls said to be in place are being consistently applied.

	Full Assurance	There is a sound system of internal control designed to achieve the Council's objectives. The control processes tested are being consistently applied.
	Substantial Assurance	While there is a basically sound system of internal control, there are weaknesses, which put some of the Council's objectives at risk. There is evidence that the level of non-compliance with some of the control processes may put some of the Council's objectives at risk.
	Limited Assurance	Weaknesses in the system of internal controls are such as to put the Council's objectives at risk. The level of non-compliance puts the Council's objectives at risk.
	No Assurance	Control processes are generally weak leaving the processes/systems open to significant error or abuse. Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.

The assurance gradings provided above are not comparable with the International Standard on Assurance Engagements (ISAE 3000) issued by the International Audit and Assurance Standards Board and as such the grading of 'Full Assurance' does not imply that there are no risks to the stated objectives.

Recommendation Gradings

In order to assist management in using our internal audit reports, we categorise our recommendations according to their level of priority as follows:

Priority Level	Definition
1	Major issues for the attention of senior management and the Governance Committee.
2	Important issues to be addressed by management in their areas of responsibility.
3	Minor issues resolved on site with local management.

Appendix 3 - Staff Consulted

Staff Consulted

- Richard Walker Parking Partnership Group Manager
- Christine Belgrove Parking Manager
- Trevor Degville Parking Systems Team Leader
- Emma Day Parking Business Manager
- Roy Anderson Income Officer
- Jason Butcher Parking Systems Team Leader

Draft Report Distribution

- Matthew Young Head of Operational Services
- Richard Walker Parking Partnership Group Manager

Final Report Distribution

- All of the above

Audit Team

- Hayley McGrath Internal Audit Manager
- Nicola Hallas Auditor

Appendix 4 - Audit Timetable and KPIs

	Dates	Target KPI	Days Taken
Planning meeting	10 December 2014		
Fieldwork start	26 January 2015		
Fieldwork completion	12 February 2015		
Exit meeting	13 February 2015		
Draft report issued to Council	13 February 2015	15 days	1 day
Management response received		15 days	
Final report issued		10 days	

	KPI for Annual Plan	Percentage for Audit
Percentage of FTE fully or partly CCAB/IIA qualified input	65%	100%
Percentage of recommendations accepted	95%	

Statement of Responsibility

We take responsibility for this report which is prepared on the basis of the limitations set out below.

The matters raised in this report are only those which came to our attention during the course of our work and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full impact before they are implemented. The performance of our work is not and should not be taken as a substitute for management's responsibilities for the application of sound management practices. We emphasise that the responsibility for a sound system of internal controls and the prevention and detection of fraud and other irregularities rests with management and work performed by us should not be relied upon to identify all strengths and weaknesses in internal controls, nor relied upon to identify all circumstances of fraud or irregularity. Even sound systems of internal control can only provide reasonable and not absolute assurance and may not be proof against collusive fraud. Our procedures are designed to focus on areas as identified by management as being of greatest risk and significance and as such we rely on management to provide us full access to their accounting records and transactions for the purposes of our work and to ensure the authenticity of such material. Effective and timely implementation of our recommendations by management is important for the maintenance of a reliable internal control system.

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

Date: 12 March 2015

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 agrees the budget for the financial year 2015/16 attached to this report as Appendix One.

2. Detailed considerations

2.1 The on-street budget is funded by income earned through on-street activities like the issuing of penalty charge notices, the sale of residents' permits and the operation of on-street parking charge schemes. This income has to match the expenditure of the service to enable a break-even position to be achieved at the year-end.

2.2 The expenditure relates to the resources required to administer, monitor and organise these activities along with the services required to support an operation of this size and complexity.

2.3 The costs for providing the Traffic Regulation Order service are also included in the on-street budget.

2.4 During this financial year Colchester Borough Council has reviewed how it apportions its support service costs and has based them on actual usage. This has resulted in an increase for the NEPP in some areas. These amounts have been challenged by the senior service managers and justifications based on usage data have been provided by the support services.

2.5 However, there is confidence that the income required to match these increased costs can be earned as long as the vacancies in the enforcement teams can be filled and all team teams are working at, or close to, full capacity.

2.6 For Members information the following detailed explanations are provided to explain any significant increases and decreases in the budget amounts in Appendix One.

- Salaries – increases reflects 2% budgeted pay increase and increments for staff
- Premises – As Epping DC have offered accommodation at no cost this budget will be reduced by £6,000.

- Support Services: as a result of the review mentioned above charges are now shown directly on appropriate NEPP codes rather than being apportioned from a general management overhead code resulting in a more accurate cost of the service. However, this has resulted in increases against some of the following recharges:
 - HR recharges will be based on the number of staff within NEPP
 - Accountancy will be based on an apportionment of time
 - Insurances are those directly specific to the NEPP
 - Systems – split three ways with other Operational Services
 - Corporate PSU – Invoices and income administration and payroll functions that are specific to the NEPP

- Cash Office/Postage.: change in the cash collection process and reduction in usage of postage
- Fleet: The budget does not reflect the credit fleet lease depreciation charge as this will be calculated in the year which will reduce the fleet costs in-year. Therefore, whilst we have estimated £55,000 as the annual budget the likelihood is that it will decrease to last year's figure
- IT charges have been thoroughly reviewed and are based on the number of users, licences and applications specific to NEPP shown on the appropriate NEPP code rather than being apportioned from a general management overhead code.

NEPP: 2015/16 Budget

On-street Account

	2014/2015 Annual Budget	2015/2016 Annual budget	Note
Expenditure			
Direct costs			
Employee costs:			
Management	57	58	Parking Services Mgt Team staff costs
CEOs & Supervision	1,069	1,129	CEOs & Supervisor staff costs
Back Office	257	274	Back Office staff costs
TRO's	84	78	TRO team staff costs
Premises costs	8	13	R&M budget (small expenditure anticipated)
Transport costs (running costs)	36	38	Fuel, public transport etc
Supplies & Services	163	161	General expenditure
Third Party Payments	35	35	Chipside and TEC bureau costs
	1,709	1,785	
Non-direct costs			
Accommodation	58	39	Accommodation
Other Support Services	148	171	Accountancy, HR, insurance, HoS, etc
Cash Office & Receipting & Postage	32	24	Cash Office & postage
Communications	18	18	Communications
Fleet contract hire	45	55	Fleet costs
IT	66	109	IT costs
	367	415	
Total Expenditure	2,075	2,200	
Income			
Penalty Charges (PCNs)	(1,531)	(1,603)	PCNs
Parking Permits/Season Tickets	(401)	(417)	Visitor Permits / Season tickets
Parking Charges (P&D etc)	(168)	(180)	Pay & Display charges
Other income	0	-	Misc reimbursements from partners
Total Income	(2,100)	(2,200)	
Deficit / (Surplus) transfer to reserve	(25)	-	

Report to: Joint Committee, Parking Partnership
Date: March 2015
Subject: Discretionary Permits
Authors: Richard Walker & Christine Belgrove
Presented by: Richard Walker, Group Manager, N. Essex Parking Partnership

Part 1: Discretionary Resident Permits

- 1.1 NEPP has been asked to consider the case for providing additional permits on a discretionary basis in some cases, even though there is a limit of 2 per household.
- 1.2 A decision to place the 2-permits-per-household limit was made to ensure consistency across all Partner Authorities in the North Essex Parking Partnership, as some boroughs/districts were issuing up to 4 or even 5 to one household, resulting in some residents who had paid for parking finding there was no room in their parking zone.
- 1.3 A permit parking place is restricted to use by permit holders only. A permit has never guaranteed a space to be available; it only enables access to a resident's parking bay if one is available. Some zones are over-subscribed due to the density of housing in an area and the road space available.
- 1.4 There is presently only one case in the Braintree District seeking a third permit, although of course others may have a need but have not taken it further.
- 1.5 Ultimately the provision depends upon:
 - The availability of kerb space to dedicate to parking bays,
 - how many parking spaces there are in any zone,
 - how many eligible residents/households there are, and
 - the usage actually made at various times of the day.
- 1.6 Even if usage is low during the day it may be a lot busier after working hours; in addition, other residents may not have a permit at present, but could require one or two in future, reducing further the available space.
- 1.7 In addition, a number of visitor permits may be in use, and provision must be maintained for this. Each type of permit has equal access to a space.
- 1.8 Vehicle-specific permits are easier to manage. See the discussion in part 2.
- 1.9 It has been suggested that requests for third permits should be considered only with the caveat to the applicant that such requests are only considered in exceptional circumstances, relating to a number of qualifying conditions.
- 1.10 Qualification could be made based on the percentage of resident permits issued when compared to the available spaces in that zone being sufficient to allow for both residents & carers/visitors.
- 1.11 It would also be necessary, if a third permit is issued, to include information to advise the applicant that a new exception would need to be considered each year for renewal, rather than them expecting an automatic renewal, since

properties in that zone may have changed hands & taken the issued permits over the threshold. It is already accepted that further permits should attract a premium, and the same goes for a third permit, in order to reflect the higher value to the resident of the additional kerb-space.

- 1.12 It is unlikely that an increase in income will be generated; and there may even be a reduction in oncome if residents' third cars were being parked on visitor permits at £1 per day.

2 Decision

Members are asked to review and debate the value of offering further discretionary permit(s), and decide:

- **whether to offer this at the officer's discretion;**
- **what price (e.g. a fixed premium or percentage such as 50%) should be applied to such permits; and**
- **If a total limit should be applied (say, normally no more than 4 to be issued in exceptional circumstances.**

Part 2: Harlow Carer's Permits

- 2.1 NEPP Officers are frequently asked to consider offering discretionary permits for certain causes, especially "carers" and other essential services. A request has been brought to the Committee, to decide if they are to be offered at all, what form these should take. Carers fall into several categories, including professional visiting carers who might make a number of visits to different clients during the day, or more long-term visits on fewer occasions.
- 2.2 The types of permit that could be offered include vehicle-specific or property-specific. A property-specific permit could be used in any vehicle, but is kept at that property. A vehicle-specific permit can be used at any property but is kept in the vehicle to which it pertains. One or two registration marks can be added to a vehicle-specific permit.
- 2.3 In addition to these two permit types, NEPP has agreed to recognise some permits issued by other organisations, as if they had been issued by NEPP themselves. For vulnerable residents who rely on carers, the official carers should already have vehicle-specific permits from their own organisations (those linked to NHS, including private professional carers), which are recognised by NEPP officers and do not attract enforcement action.
- 2.4 All permits issued by NEPP will attract a fee, since the production of the permit has administrative, stationery and postage costs, plus a share of the costs of maintaining the actual restrictions. £30 is felt reasonable to cover these costs.
- 2.5 As a concession for Harlow only, the Committee recognised local issues which resulted in the £30 carers permit (per vehicle). This is presently administered directly by Harlow District Council, although it is hoped to bring all permits into MiPermit within the next few months.
- 2.6 The £30 permit is available where friends or family also provide care on an opportunity basis, and can be issued so long as appropriate proof of carer

requirement is met (e.g. letter from Doctor), a £30 concession permit can be considered, again obtained from Harlow Council directly. Proof of carer will be needed before being issued a permit. These permits are vehicle specific to reduce possible misuse.

- 2.7 Given that these permits work well within Harlow, the committee is invited to consider whether, when these are converted to MiPermit for use, whether to allow these for other locations beside Harlow.
- 2.8 The measure for allowing these in all areas could be as that set out in Part 1, above (see paragraphs 1.9 – 1.11).

3 Decision

Members are asked to note the issues of carers permit(s), and the progress towards developing the online system.

Members are asked to review and debate the value of offering further discretionary permit(s), in other areas, and decide:

- **whether to offer this at the officer's discretion;**
- **what price (e.g. a fixed at £30) should be applied to such permits; and**
- **if a concession should be applied by discretion, in extreme circumstances of need (e.g. very serious life-threatening illnesses) as set out in the doctor's assessment.**

4 Other Permits

- 4.1 Annual Visitor Permits have, as previously decided, been discontinued and will not be resurrected. During the renewal period last year, all applicants were informed that 2013-14 was the last year of the old £10 scheme.

5 Digital Permits and Survey Vehicles

- 5.1 The use of digital permits places a greater reliance on the officer on the ground to look up vehicles. Where few permits are in use, this is manageable, and Civil Enforcement Officers report that the system works well. There are areas where the number of registration marks is beginning to overwhelm the handheld computers. With an increased reliance upon digital permits, dispensations and exemptions, things might get less effective.
- 5.2 Officers are researching new, smarter and more efficient ways of dealing with enforcement and in particular checking permits. New advances in technology also enable the capturing of anonymised vehicle data for survey purposes. Officers are therefore promoting the use of a data survey car for this purpose.
- 5.3 A data survey car operates in a similar way to the ParkSafe car, but it does not carry out enforcement. It simply captures registration marks and the data can be compared against the list of permits in a zone area, to see if there is any non-compliance. Using this data, a Civil Enforcement Officer can be deployed

effectively to check the instances where there are cars which need checking further or enforcing against. Using this technique would speed up enforcement patrols.

- 5.4 The survey data collected could also be used to prove parking patterns, and this data can then be used to help design better parking schemes, especially with modern data analysis and mapping.
- 5.5 The use of vehicle data can also show origin and destination information where anonymised vehicle data can be gathered and compared with the DVLA. This can lead to a result showing the compliance level – never a figure it has been possible to accurately gather, survey and report previously, but one which the Operational Guidance recommends.
- 5.6 It is not proposed to acquire a survey car at this point, but to enable trials using a rented or hired vehicle to see whether the process would be useful in the North Essex Area, as a “proof of concept”.

6 Decision

Members are asked to review and debate the value of using new survey techniques including the use of a survey car to give better results for parking reviews, and decide:

- **whether to use a survey car to gather and analyse anonymous data to provide more efficient enforcement; and**
- **whether to use a survey car to gather and analyse anonymous data to provide information to review parking restrictions and compliance information.**

Appendix

In considering this issue, it is important to have the following background:

- 1) NEPP officers believe that it is best to provide vehicle-specific permits rather than property-specific permits to care organisation, since this saves time and increases identification in the following ways:
 - i) To reduce the time spent on each visit going and getting a property-specific permit from the resident and putting it in the car, we issue vehicle-specific permits.

For visiting professional carers, a property-specific permit could mean reduced time spent with each client whilst the carer runs between vehicle & property twice for each visit, worse still for upstairs flats, and this could also lead to the possibility of a PCN being issued in the intervening period when the vehicle is permit-less or, in the worst case, a client needs immediate assistance on arrival. Some potential unintended consequences could arise.
 - ii) It would appear some care companies are asking the client to pay for a parking permit, since it can be costly for the company to provide them for each vehicle, especially if they use a lot of agency staff, for any one client,

in their own vehicles. Under regulations, the charge made for the permit is to the vehicle keeper.

If this is the case, and certainly if the staff worked in different districts, it can make things more complicated. If a client were being cared for by 5 different carers, for instance, £150 annual charge would not seem fair, leading back to the property-specific permit. In addition, a care company could be seen to be profiting from clients by charging all of them, when their carers (with one permit) were visiting multiple clients.

- 2) The change to MiPermit should help companies deal with occasional permit requirements, as they will be able to ring in on the day with different registration numbers. If care companies utilising different staff (with different registration numbers) they may be able to have a secure log-on that allowed them to change registrations on any given day - i.e. they normally employ 10 carers and therefore pay for 10 annual permits. It would become their responsibility to log-on to update the vehicles that are being used on any given day.

Overall, it would seem less than fair to those who need care, or visitors, to pay for more than one annual permit, full stop. Whilst a property-specific permit might be useful for occasional welcome visitors, there would also be the PCN risk. It also seems unreasonable that care workers, possibly on zero hours contracts but in the employ of companies, are asked to leave their own vehicles to collect & return a property-specific permit at the expense of giving care - it's neither fair to client or carer.

It seems the answer lies in a flexible MiPermit system, with the onus on the care company to ensure the details are kept up to date.

The issue of non-specific vehicle permits is, unfortunately, too open to abuse to be re-considered, given that the £30 fee for regular carers is regarded as an affordable alternative to daily tickets.

The issue of property-specific carers permits has been investigated, but subsequent discussion meant that it was not likely to be practical and could result in PCN risk to the holder, and/or misuse.

Officers from Harlow & NEPP have confirmed that property specific permits are not being issued, they really need to be vehicle specific.

Proposed System for carers permits

- Residents requiring care, or family/friends offering their services are initially referred to NEPP.
- NEPP has a signposting system in that all "carer permit" requests in Harlow are forwarded to Harlow Council. (This signposting has been fine-tuned over the last year, as the annual visitor permits have expired, and applicants have needed reminding that the permit issued last year included an information letter advising them that 2014 was the last year of visitor permits).
- Prior to issuing a permit Harlow Council will require vehicle details as well as a Doctor's letter indicating the care requirement for the resident, and often offers a significant degree of flexibility when issuing permits to individuals.
- Harlow Doctors have supported their residents with a quick response to requests.

- Most Care Companies are in support of the system now in place and purchase vehicle-specific permits - there are some with whom Harlow has needed to engage and explain the current system, including an encouragement to consider using just certain carers/vehicles in residents parking areas to reduce their need for permits for all their carers.
- When MiPermit is fully rolled out, there should be even greater flexibility, along the lines I outlined. This may include an on-line portal for companies to change vehicle details remotely, on any given day.

The partnership of NEPP with the team at Harlow Council signposts and issues carers permits, as flexibly and considerately as can be managed, and this is well received by most applicants. As we go forward, we will continue to look at what extra, appropriate, flexibility may be offered to enhance the service provided.

Report to: Joint Committee, Parking Partnership
Date: March 2015
Subject: Decisions taken under delegated powers
Author: Richard Walker, Group Manager, North Essex Parking Partnership
Presented by: Richard Walker, Group Manager, North Essex Parking Partnership

1 Traffic Regulation Orders

- 1.1 At the inaugural Committee Meeting of 28 June 2011 a report was presented to Members to consider the maintenance and regulation works required for parking schemes across the NEPP area, and the meeting was presented a suggested Future Work Programme for new schemes.
- 1.2 At that time the Committee was in charge of approving all schemes and considering objections before approving the making of Orders in the Future Work Programme. The system dictated by this arrangement created a backlog and delays because meetings to consider schemes were far apart.
- 1.3 In order to speed up the process, at the Committee Meeting of 10 April 2013, Members decided to delegate powers to the Group Manager to consider objections of low consequence and to Make new Parking Orders for highway schemes.
- 1.4 The Group Manager uses the Chief Officer Delegation to make Traffic Regulation Orders on the highway, in order to speed up the process of making Traffic Regulation Orders.
- 1.5 Schemes which are considered to be contentious by virtue of the number of Objections received will be referred back to the full Committee by Delegated Officer. Members are updated when schemes in their area are progressed.
- 1.6 The Group Manager also undertook to report back at intervals to the main Committee Meeting to give an update of progress to all Members for schemes where the Officer Delegation has been used.
- 1.7 Details are given in the Appendix of the schemes approved.

2 Decision

2.1 Members are invited to note the contents of the Appendix and the progress in implementing parking schemes to date.

- 2.2 The two schemes where there have been significant Objections are to be referred back to the Committee for consideration against a separate report.

List of decisions made under delegated powers

Summary of TRO Decisions

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
Permanent Restrictions							
NEPP/TRO/13/01/RW	Braintree District (Witham)	Guithavon Street	Full Notice + local press. Witham TC – support One Objection received – ground alleged that previous TRO contained drafting error. Objection Rejected. Legislative references were minor drafting errors and corrected by 2004 TRO consolidation prior to DPE implementation.	The ECC (BD) (PPA/SPA) (Amendment No. 50) Order 20** Introduce NWAAT (DYL marked) and NLAAT (repeater signed and marked) plus a single loading only bay (signed and marked).	Improve compliance with restrictions for safety and passage of traffic by providing enhanced clarity to motorists and assist local business. Provide marked/signed loading only bay to assist local business. Provide yellow lined and signed restriction to remainder of site - prior to decision location was a rural clearway with terminal signs, no repeater signage and no lines.	Approved 10 May 2013.	1
NEPP/TRO/13/02/RW	Tendring District (Clacton-on-	Town Centre – various	Full Notice + local press. Tendring DC – support	Clacton-on-Sea major scheme	Town Centre – various (see pack)	Created pending review of	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
	Sea)	area-wide changes	(Scheme progression pre-approved by JPC)			documents.	
NEPP/TRO/13/03/RW	Drury Rd/Maldon Rd (Colchester)	St Helena Road, RP scheme, Colchester	Local consultation and by Notice in newspaper Supported by client and PFH of local council	St Helena Road scheme	Slight change to zone boundary. Changes to incorporate new addresses into scheme	Approved 27 June 2013	
NEPP/TRO/13/04/RW	Quay Street, (Manning-tree), Stephenson Road (Clacton-on-Sea), Colchester Road, (Ardleigh)	Tendring District	Local consultation and by Notice in newspaper Supported by client	Amendment 38	2 hrs LW NRW 3 hours Supports local trade NWAAT to prevent danger to pedestrians, maintain safety SKC to maintain sightlines and safety	Approved 1 July 2013	
NEPP/TRO/13/05/RW	Uttlesford (various roads) Stanstead, Gt Dunmow, Saffron Walden.	Uttlesford District	Local consultation and by Notice in newspaper Supported by client authority	Amendment 32	The Order to be made in part, with the following to be incorporated: Upgrade a single yellow line restriction to no waiting at any time in Lower Street, Stansted. Upgrade a single yellow line restriction to no waiting at any time in High Street Great Dunmow	Approved 29 Aug 2013	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
					<p>Introduce a Clearway restriction in Audley End Road, Saffron Walden (current temporary order to expire later this year).</p> <p>Introduce no stopping on school entrance markings at St Marys primary school in Great Dunmow</p> <p>Make definitional changes to "visitors permit", "parking permit", "the Council".</p> <p>Introduce new charges for a second resident permit and introduce a Business Waiver Certificate.</p> <p>The following were included in the Advertised Order but, due to objections, are not to be progressed at this time:</p> <p>Amend resident permit parking to dual use in Lower Street Stansted</p> <p>Introduce resident permit holders to a section of High Street Great Dunmow</p>		

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
NEPP/TRO/14/06/RW	Colchester (various roads).	Colchester Borough	Local consultation and by Notice in newspaper Supported by client authority.	Amendment 51	<p>The Order to be made in part, with the following to be incorporated: It is recommended that the order is part sealed so that the proposed restrictions in Winstree Road, School Road and Rawlings Crescent are implemented.</p> <p>The following were included in the Advertised Order but, due to objections, are not to be progressed at this time: Objections have been received regarding the proposal for waiting restrictions in Lexden Road. This scheme is not being progressed.</p>	Approved	
NEPP/TRO/14/07/RW	Braintree (various roads).	Braintree District	Local consultation and by Notice in newspaper Supported by client authority and parishes.	Amendment 53	<p>The Order to be made in part, with the following to be incorporated: The implementation of a disabled bay in Newland Street and waiting restrictions around junctions in Hatfield Peverel. In regard to the proposals that have</p>	Approved 06 January 2014	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
					<p>received objections, it is recommended that the proposal restrictions in Stonepath Drive are approved.</p> <p>Two of the objections are from commuters, which part of the proposal is designed to stop parking. Whilst there are some concerns that there will be displacement of vehicles into other parts of Stonepath Drive, this is always a consideration with proposals that are partly to prevent commuter parking.</p> <p>An NEPP officer met with local Councillors before the proposal was drafted, and redrafted, to try to get a solution that was locally acceptable.</p> <p>The following were included in the Advertised Order but, due to objections, are not to be progressed at this time:</p> <p>In regard to the proposal to allow</p>		

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
					additional properties to be eligible for entry into zone 7 of the resident permit scheme, it is recommended that this proposal does not become a sealed traffic order.		
NEPP/TRO/14/08/RW	Loughton (various roads).	Epping Forest District	Local consultation and by Notice in newspaper Supported by client authority and parishes, residents in support.	Amendment	The scheme is required to improve safety and access by large and emergency vehicles and to provide access to off-street residential parking by relieving the amount of parking on the highway.	Approved 21 January 2014	
NEPP/TRO/14/09/RW	Tendring (various locations)	Tendring District	Local consultation and by Notice in newspaper Supported by client authority and parishes, residents in support Scheme varied in accordance with comments received	Various single and double yellow lines (lesser restrictions that were originally advertised.)	To provide access and free flow of traffic in: Ravensdale Clacton on Sea Rochford Way Frinton on Sea Garden Road Frinton on Sea Main Road, Dovercourt Colchester Road, Wix Walton Road, Clacton on Sea Hadleigh Road, Frinton on Sea	Varied scheme Approved in part 04 June 2014	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
NEPP/TRO/14/10/RW	Braintree (various locations)	Braintree District	Local consultation and by Notice in newspaper Supported by client authority and parishes, residents in support Scheme varied in accordance with comments received	Various single and double yellow lines plus a loading bay (lesser restrictions that were originally advertised.)	To provide access and free flow of traffic in: Coach House Way – Witham Masefield Road – Braintree Milton Avenue – Braintree Century Drive – Braintree Spa Road - Witham	Varied scheme Approved in part 16 June 2014	
NEPP/TRO/14/11/RW	Uttlesford (various locations)	Uttlesford District	Local consultation and by Notice in newspaper Supported by client authority and parishes, residents in support Scheme varied in accordance with comments received particularly Bullfields	Various single and double yellow lines plus a loading bay (lesser restrictions that were originally advertised.)	To provide access and free flow of traffic in: Normansfield, Great Dunmow Station Road, Saffron Walden Braintree Road, Watch House Green School Lane, Henham Sages, Henham High Street, Elsenham South Street, Saffron Walden High Street, Hatfield Broadoak School Street, Great Chesterford	Varied scheme Approved in part 15 July 2014	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
NEPP/TRO/14/12/RW	Braintree (Witham, Grove Estate Area)	Braintree District	Local consultation and by Notice in newspaper Supported by client authority and parishes, residents in support	Resident Parking Only Scheme	To provide access and free flow of traffic, preventing commuter parking in: Various Roads in The Grove Estate	Full Scheme 18 August 2014	
NEPP/TRO/14/13/RW	Colchester (Eight Ash Green)	Colchester Borough	Local consultation and by Notice in newspaper Supported by client authority and parishes, residents requested and supported at JPC	Resident Parking Only Scheme	To provide access and free flow of traffic, preventing commuter parking in: Various Roads at Eight Ash Green (plus additional properties added to Maldon Road scheme in Colchester)	Full Scheme 16 October 2014	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
NEPP/TRO/14/14/RW	Uttlesford (various roads) Stanstead Mountfichet, Gt Dunmow, Gt Sampford.	Uttlesford District	Local consultation and by Notice in newspaper Supported by client authority	Amendment 39	<p>The Order to be made in part, with the following to be incorporated: Venmore Drive (NWAAT), Star Lane (ResPark), both in Gt Dunmow. B1053 Gt Sampford – School keep clear restrictions.</p> <p>The following were included in the Advertised Order but, due to objections, are not to be progressed at this time: Amend resident permit parking to dual use in Lower Street Stansted Amendments to these restrictions – NOT PROGRESSED – referred back to client authority & JPC</p>	Approved in part 05 Dec 2014	
NEPP/TRO/14/15/RW	Epping (various roads). Lower Swaines, Centre Avenue, Centre Drive,	Epping Forest District	Local consultation and by Notice in newspaper Supported by client authority and residents in support. Objections received	Amendment 39	<p>The Order to be made in part, with the following to be incorporated: Lower Swaines, Centre Avenue, Centre Drive, Centre Green, Ashlyns Road, Bower Vale, Coronation Hill</p> <p>Review required by Joint</p>	Made in part.	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
	Centre Green, Ashlyns Road, Chapel Road, Bower Vale, St Johns Road, Coronation Hill				Committee due to Objections for St John's Road and Chapel Road		
Temporary Restrictions							
NEPP/TempTRO/13/01/RW	Harlow District (Harlow)	Market Street	Harlow DC – support	Temp 10m DYL north and south side of road from junction beside "The George" PH in a westerly direction. Upgrade from NWFPoWD (SYL + sign)	Improve sight line to/ at junction for safety by removing footway parking. Existing SYL restriction suffers vandalism to signage rendering it unenforceable – DYL needs no signage only lines to enable enforcement of the restriction.	Approved 10 May 2013 Review at JPC within 12 months of Order Making But not implemented – now expired.	

Decision Ref	District & Area	Location	Consultation carried out	TRO Ref & Restriction	Reason	Date (& review date if applic)	See note &/or link
				to NWAAT (DYL).			
NEPP/TempTRO/13/02/							
Experimental Restrictions							
NEPP/ExpTRO/13/01/___							

Notes

1 – see additional information pack.

Report to: NEPP TRO Sub-Committee

Date: 12 March 2015

Subject: On Street Pay by Phone Site – Marks Tey (Colchester Borough)

Presented by: Trevor Degville

1. Introduction and Purpose of Report

- 1.1 The report gives details of a site where kerb side management via pay by phone (or pay and display machines) may improve the use of the locations by increasing the turnover of vehicles. It was also part of the NEPP business plan that income is generated via additional on street pay and display locations.
- 1.2 This would be the first on-street location in Colchester Borough where payment is required. Nonetheless, on-street pay and display is already used as a method of controlling parking space turnover in the Epping Forest, Uttlesford and Tendring Districts.
- 1.3 This area is very close to Marks Tey train station, which is on the main line to London Liverpool Street station. There is a car park at the station which is operated by NCP. The area being considered currently has a limited waiting restriction in place and recycling banks. These would need to be repositioned to the shorter limited waiting bay on the road which would remain unchanged.
- 1.4 The area is underused by motorists during weekdays as most people who wish to park will be doing so to use the station. The limited waiting restriction does not allow those motorists to park for long periods.
- 1.5 There is a bottle bank near to the limited waiting area. To allow customers to continue to use that facility to recycle, it is proposed that one area of the current two bays continues to have a limited waiting facility.
- 1.6 The bay would be in direct competition with the nearby NCP car park. The current daily tariffs offered by NCP at the site are shown below:

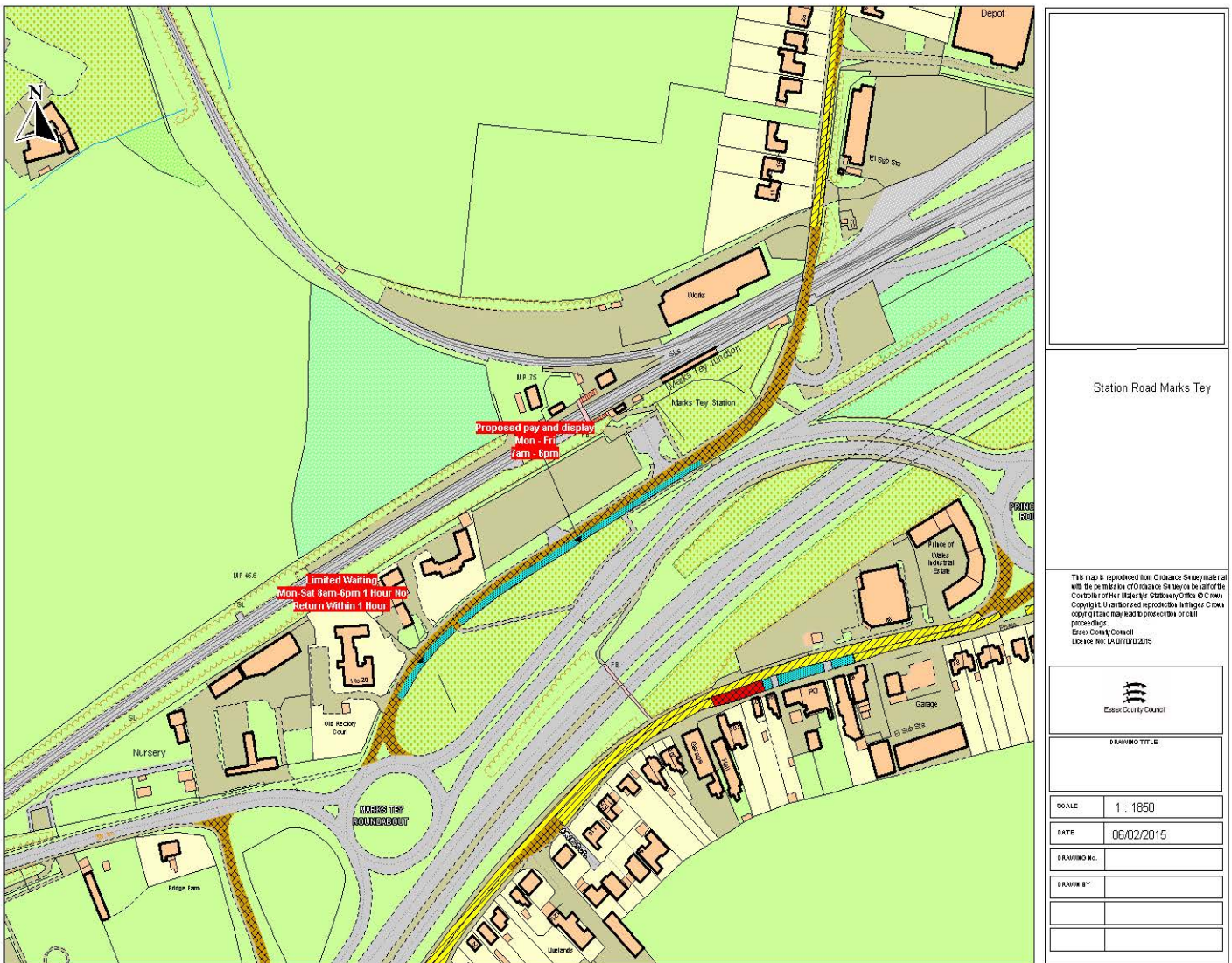
Peak rate	£6.50
Off peak	£3.80
Night rate	£2.70
Saturday	£2.70
Sunday	£1.30
Bank holiday	£2.70
1 week pass	£28.40
Peak cashless	£6.10
Off peak cashless	£3.60
Night cashless	£2.60
Saturday cashless	£2.60
Sunday cashless	£1.10
Bank holiday cashless	£2.60
One week cashless	£26.10

1.7 The suggested tariffs or the on-street bay are as below:

Mon – Fri 7am – 6pm	Tariff
Up to 4 hours	£2.00
Up to 12 hours	£5.00

1.8 Payment could be made through either the MiPermit cashless parking system or pay and display machines. The MiPermit system is currently in operation in many sites across the NEPP area and in some of the car parks operated by Tendring District Council. Pay by phone would save the machine purchase, install and cash collection costs. Similar bays operate on street in London and this would negate the need for a pay and display machine. It would, however, be the first on-street pay by phone only parking area in the NEPP.

1.9 A map showing the bay where pay and display is proposed can be found below



2.0 Decision

Members are asked to consider the above proposal for an on-street pay by phone parking area in Marks Tey and agree to officers to publishing a Notice of Intention for the proposal

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

Date: 12 March 2015

Subject: North Essex Parking Partnership Operational Report

Author: Lou Belgrove, NE Parking Partnership

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

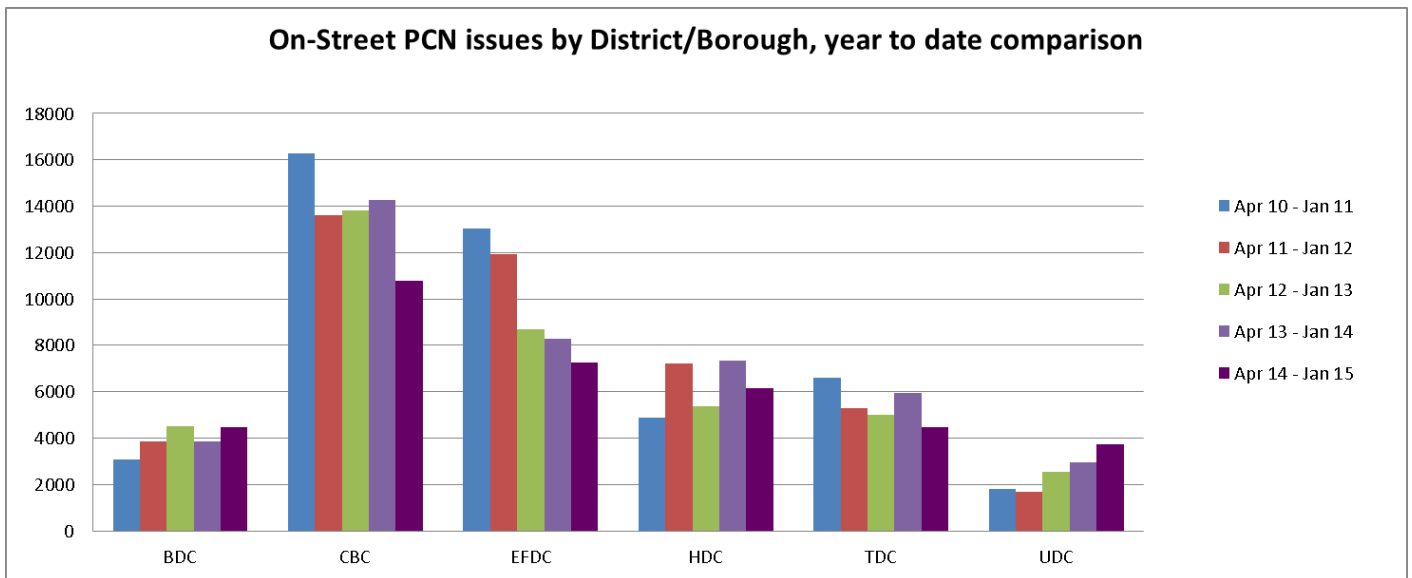
1. Introduction and Purpose of Report

- 1.1 The report gives Members an overview of operational progress since December 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 (linked to data in Appendix 1) shows the issue rate of all Penalty Charges for the on-street parking function, with a year to date comparison.



2.1.2 It would seem that across the Eastern and Western Districts the level of PCNs issued remains below that of previous years.

In the East the actual number of hours worked by CEOs over the November – January period for the last 3 years has dropped considerably (for example in November 2013 2541.94 hours were worked compared with only 1595.11 hours in November 2014), resulting in the number of PCNs falling. Whilst the number of CEOs employed remains consistent (15 have generally been available), the associated annual leave, sickness absence and partaking in other necessary duties resulted in the lack of staff available to deploy. Nonetheless, despite this fall in hours, PCN levels (both on and off street) have remained consistent when comparing 2014 to 2013.

In the West, numbers have obviously been affected by the way NEPP go about their enforcement activities. A consistent, fair and transparent approach is applied when enforcing and whilst this does appear to be a negative when looking at numbers, it is a more “public friendly” style of enforcement.

As in the East, the West has also been affected by a diminished availability of staff. CEO numbers in the West have reduced from 16 during November 13 – January 14 to 13 during the same period the following year. With the new approach to recruitment now engaged it is believed that numbers will begin to increase again once at full capacity

- 2.1.3 Across the Central Districts however, PCN levels have continued to increase partly due to smarter patrolling and partly due to effective performance management. As with the other Areas, the Central Team have also had less staff over the November to January period compared with the previous year however, PCN levels have continued to rise. This may be accredited to a number of new resident restrictions now in force across the two districts.

2.2 Enforcement News

Recruitment

- 2.2.1 In the Eastern Team - Since November of last year, the team have welcomed three new Civil Enforcement Officers and currently still have two vacant posts to recruit to.
- 2.2.2 In the Western Team - A new Area Manager for the West was appointed at the end of last year and started with the NEPP on 5th January 2015. Michael Adamson, although new to the world of parking, does have substantial experience in the world of law enforcement having served 30 years as a police officer in the Metropolitan Police. Michael performed a number of roles during his time in “The Met” including managing a team of 50+ police officers on an emergency response team as well as undertaking the role of Operations Inspector at Barking & Dagenham Borough where he planned local events, was responsible for managing the budget of much of the borough as well as managing staff and asset resources.
- One new CEO has also recently been recruited to the West (coincidentally also an ex-police officer), leaving a further 6 vacancies to recruit into.
- 2.2.3 In the Central Team - One new recruit has been appointed and started working with the team in November, this still leave 3 vacancies to recruit to.
- 2.2.4 Recruitment is on-going for all vacancies and adverts are currently out across the Partnership in all relevant job centres and a “We are Recruiting” tab has been added to the Partnership website - www.parkingpartnership.org in an attempt to assist in reaching a wider audience.
- 2.2.5 We know from using Google Analytics that we have had some 1189 views of the current advert on the CBC website, to date – so we are hoping this will lead to an increase in applications this time around.
- 2.2.6 All new starters across NEPP are showing encouraging signs and Area Managers are confident that the more rigorous and selective recruitment process recently adopted is proving to be a successful method to use.

Training

- 2.2.7 A CEO conflict management refresher course has been planned for all enforcement staff over the next few months to ensure all officers are aware of and prepared for the issues they may face during the course of their duties.

Projects

- 2.2.8 The Enforcement teams are coming to the end of trialling a number of new and different lone worker devices; following the end of the contract with our current provider.

It is envisaged that a new device will be deployed to the staff over the coming months once all trials are completed.

The trials for lone worker devices coincide with an additional trial of a body-worn camera which will be tested by the Central team. This follows a recent visit to SEPP to ascertain the efficiency of the body-worn cameras and their effectiveness in the monitoring and recording and more importantly reducing the number of assaults against CEOs.

If NEPP decides to provide the cameras these will be in addition to the lone worker devices providing a further level of protection for our officers.

- 2.2.9 NEPP have recently invested in a new type of camera for all CEOs across the Partnership (funded from the surplus from last year's operation). As well as being more durable than other models used, the new cameras are both water and shock proof and produce a better quality of photos at night.

Since deployment the Management team have received some extremely positive feedback from CEOs regarding effectiveness of the new camera.

- 2.2.10 Area Managers are currently in the process of amending the way in which we work with Essex Police, including reviewing the way the police respond to cases of violent and aggressive behaviour towards CEOs.

Plans are in place to try and improve communication between NEPP and Essex Police in order to achieve more effective outcomes when complaints are reported.

NEPP are now using Community Resolution Orders working with the police to ensure the best possible outcome from any violent and aggressive incidents our staff may have been involved in. Officers have also started to use the online reporting system for non-urgent crime for such incidents which is proving to lead to a quick response time from the Police officers investigating.

This also coincides with work currently being undertaken to arrange for those CEOs who wish to be involved become Police Accredited. This will give the CEOs a wider scope for enforcement and help in the process of merging the CEOs into the "wider enforcement family".

Area Managers are also looking into the issuing of DNA recovery kits which may help in providing better evidence in cases of violent or aggressive behaviour. A visit to our colleagues in Southend has been arranged to discuss their use of the kits and to ascertain if NEPP would benefit from them also.

Partnership working

- 2.2.11 Work is progressing with TDC to allow their officers (who are currently employed in parking activities) to assist the Eastern NEPP officers to patrol more schools across the district. It is thought that this “partnership” will take effect from late February 2015.
- 2.2.12 The Central Team management have recently completed a trial with Felsted Parish Council in which the parish council employed NEPP for additional hours to allow for increased school patrols. The trial proved to be a success for both parties with increased presence at schools times and increase in the number of PCNs issued to “parent parkers” in that location. It is hoped that the arrangement will continue and is likely to be discussed at the next Parish Council meeting.

2.3 Back Office/Business Unit

CCTV Vehicle

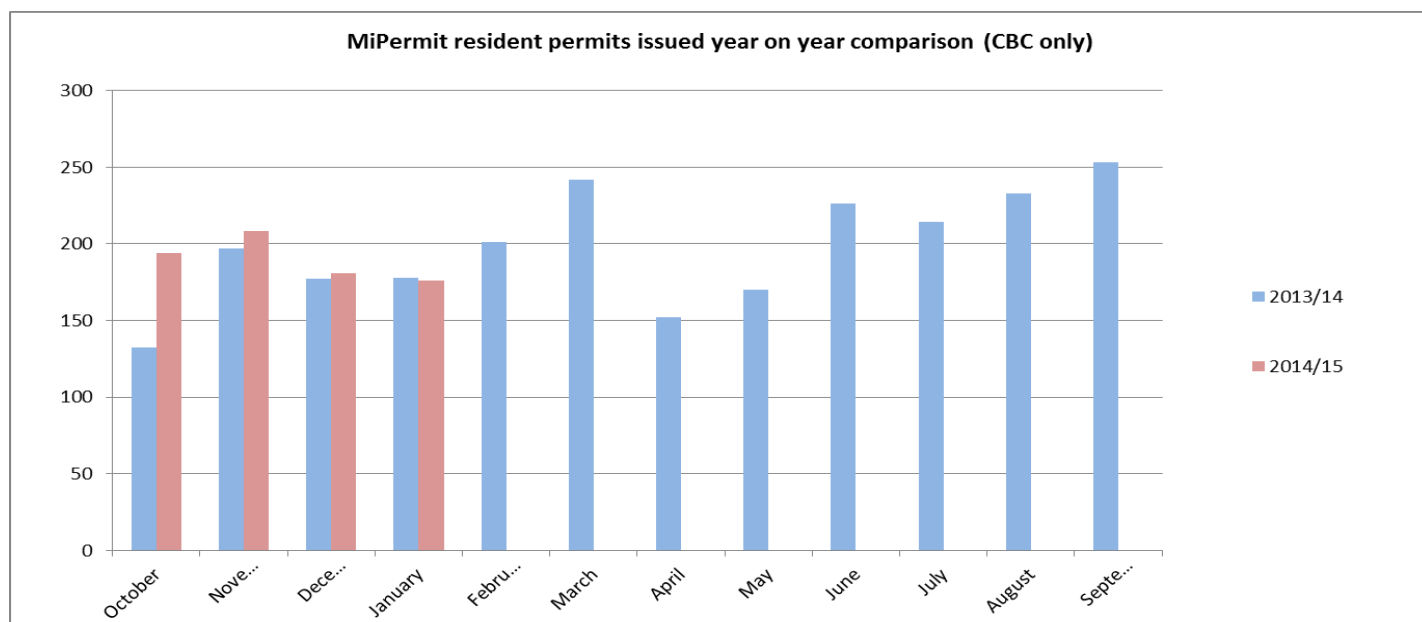
- 2.3.1 Testing is currently being carried out by the supplier to ensure that the changes made to the vehicle’s communication and processing software (discussed at previous meetings) has been effective. Once this has been ascertained, the vehicle will resume normal service.

MiPermit

- 2.3.2 Work on the roll out of the on–street resident element of the system continues. The system will shortly be rolled out across the Braintree and Tendring Districts following successful implementation in Colchester and more recently Uttlesford.

Whilst it was originally envisaged that all districts would be converted to the new virtual system by the end of the financial year, due to the eccentricities associated with permits in the remaining districts (Epping and Harlow) we now believe this will not be the case. Nonetheless, implementation in both remaining districts will follow with quick succession.

- 2.3.3 Residents will be informed of the new process at the time of renewal of their existing permit. New permit holders will need to make application to the NEPP to assess the proof of residency and in turn will be given a web code by a NEPP officer to set up their new virtual account.
- 2.3.4 An assisted service will be available to those residents who are not able to access the internet.
- 2.3.5 The following chart shows the number of residents who have converted from the paper permit system to the virtual system over the last two financial years. NB – data only available for CBC currently due to gradual introduction of the system. Further data relating to other districts should be available at future meetings.



Training

2.3.6 Business Unit case officers have recently signed up to the City and Guilds level one Notice Processing course. 50% of the officers have recently sat the 6 day course with a 100% pass rate. The remaining staff will attend the next course over the next month. Whilst the qualification is not essential to their role we believe that all officers will benefit from the course and will help set a level of professionalism within the industry.

3.0 Future work

3.1 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 – On-street Operational Report

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
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
Apr 10 - Jan 11	3084	16270	13047	4899	6604	1824		Apr 12 - Jan 13	4510	13805	8688	5367	5016	2549
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
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
Apr 11 - Jan 12	3861	13624	11914	7203	5291	1691		Apr 13 - Jan 14	3860	14254	8292	7320	5955	2967
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
								Sep-14	472	950	691	630	443	395
								Oct-14	491	1052	740	662	352	436
								Nov-14	479	1262	837	741	465	318
								Dec-14	426	1241	820	683	408	327
								Jan-15	447	1190	773	649	535	478
								Apr 14 - Jan 15	4459	10764	7245	6148	4473	3739

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)
				Price Review	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
				<p>TRO Schemes for approval</p> <p>Scheme Updates</p> <p>Review of Off-Street and Cash Collection arrangements</p>	<p>Trevor Degville/Shane Taylor (PP)</p> <p>Trevor Degville/Shane Taylor (PP)</p> <p>Matthew Young</p>
Joint Committee for On/Off Street Parking	13 November 2014	20 November 2014 10-12pm G3, Rowan House Colchester	11 December 2014 1.00 pm Epping Forest DC	<p>NEPP On-Street/Off-Street Financial Update</p> <p>Budget 2015-16</p> <p>Operational Report</p> <p>Outside Agency Support in Enforcement</p> <p>Review of Off-Street and Cash Collection arrangements</p> <p>2015/16 Dates</p>	<p>Richard Walker/Louise Richards</p> <p>Matthew Young/Louise Richards (CBC)</p> <p>Lou Belgrove (PP)</p> <p>Richard Walker (PP)</p> <p>Matthew Young (Colchester)</p> <p>Jonathan Baker (Colchester)</p>
Joint Committee for On/Off Street Parking	12 February 2015	19 February 2015 10-12pm S17, Rowan House Colchester	12 March 2015 1.30 pm Braintree	<p>Interim Risk Register Review</p> <p>NEPP On-Street Account - Budget 2015/16</p> <p>Off-Street Budget Review</p> <p>TRO Schemes for Approval</p> <p>TRO Consultation Responses for Consideration</p> <p>On-Street Pay and Display</p>	<p>Hayley McGrath (CBC)</p> <p>Matthew Young (CBC)</p> <p>Richard Walker (PP)</p> <p>Trevor Degville/Shane Taylor (PP)</p> <p>Trevor Degville/Shane Taylor (PP)</p> <p>Trevor Degville (PP)</p>

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
				Site – Marks Tey (Colchester Borough) Operational Report Discretionary Permits Decisions Taken Under Delegated Powers	Lou Belgrove (PP) Richard Walker and Lou Belgrove (PP) Richard Walker (PP)

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker
 Parking Manager, Lou Belgrove
 Technical Services, Trevor Degville
 Technical / TROs, Shane Taylor
 Service Accountant, Louise Richards
 Governance, Jonathan Baker
 Media, Alexandra Tuthill

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NORTH ESSEX PARKING PARTNERSHIP (NEPP)

FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS AND REPORTS 2015-16

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)	14 May 2015	21 May 2015 10-12pm Grand Jury Room, Town Hall Colchester	18 June 2015 1.00 pm Grand Jury Room, Town Hall, COLCHESTER	Statement of Accounts Annual Governance Statement/ Risk Register (schedule high up the agenda) Operational Report Scheme Updates TRO Schemes for approval Annual Report	Steve Heath (CBC) 01206 282389 Hayley McGrath (CBC) 01206 508902 Richard Walker / Lou Belgrove (PP) Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker
Joint Committee for On/Off Street Parking	01 October 2015	08 October 2015 10-12pm G3, Rowan House Colchester	29 October 2015 Tendring	Budget Update: 6 month position Price Review Operational Report Annual Report Scheme Updates	Richard Walker/ Richard Walker (PP) Richard Walker / Lou Belgrove (PP) Richard Walker (PP) Trevor Degville/Shane Taylor (PP)
Joint Committee for On/Off Street Parking	19 November 2015	26 November 2015 10-12pm Grand Jury	17 December 2015 Harlow	Budget Update TRO Schemes for approval	Richard Walker Trevor Degville/Shane Taylor (PP)

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
		Room, Town Hall, Colchester		Scheme Updates	Trevor Degville/Shane Taylor (PP)
Joint Committee for On/Off Street Parking	11 February 2016	18 February 2016 10-12pm G3, Rowan House Colchester	10 March 2016 Uttlesford	Policy Review Operational Report	Richard Walker (PP) Lou Belgrove (PP)
Joint Committee for On/Off Street Parking	19 May 2016	26 May 2016 10-12pm G3, Rowan House	23 June 2016 Grand Jury Room, Colchester	Statement of Accounts Annual Governance Statement/ Risk Register (schedule high up the agenda) Operational Report Scheme Updates TRO Schemes for approval Annual Report	Steve Heath (CBC) 01206 282389 Hayley McGrath (CBC) 01206 508902 Richard Walker / Lou Belgrove (PP) Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker

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Alexandra.Tuthill@colchester.gov.uk 01206 506167



North Essex Parking Partnership

Joint Working Committee Off-Street Parking

Committee Room 1, Braintree District
Council, Causeway House, Bocking End,
Braintree, Essex, CM7 9HB

12 March 2015 at 1.30 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 12 March 2015 at 1.30 pm

Committee Room 1, Braintree District Council, Causeway House, Bocking End,
Braintree, Essex, CM7 9HB

Agenda

Attendees

Executive Members:-

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

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		
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 11 December 2014 meeting.		1-3
6. Off-Street Budget Review and Budget 2015/6 To consider the Off-Street Budget Review and approve the Off-Street Budget for 2015/16	Matthew Young/Richard Walker	4-34
7. Operational Report To consider and note the Operational Report for Off-Street Parking.	Lou Belgrove	35-38

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

11 December 2014 at 1.00pm

Council Chamber, Epping Forest District Council, Epping

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Anthony Durcan (Harlow District Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: -

Councillor Nick Barlow (Colchester Borough Council)
Councillor Rodney Bass (Essex County Council)
Councillor Eddie Johnson (Essex County Council)

Also Present: -

Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Vicky Duff (Essex Highways)
Qasim Durrani (Epping Forest District Council)
Amanda Hoadley (Epping Forest District Council)
Joe McGill (Harlow District Council)
Derek McNab (Epping Forest District Council)
David Oxbow (Epping Forest District Council)
Samir Pandya (Braintree District Council)
Andrew Taylor (Uttlesford District Council)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

Apologies:-

Paul Partridge (Braintree District Council)
Shane Taylor (Parking Partnership)

11. Declaration of Interests

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

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

12. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for Off-Street Parking of 16 October 2014 be confirmed as a correct record.

13. NEPP Off-Street service - costs of new service and financial update

Matthew Young, Colchester Borough Council, introduced the amended report following comments at the NEPP meeting on 16 October. This included correcting the percentage contribution increase within the Option 2 spreadsheet. In addition the report now includes a further appendix providing information on how contributions were calculated and reasons behind Officers recommending Option 1.

Councillor Mitchell, Braintree District Council, raised a number of questions regarding the Off-Street service and the requirement for the one-off contributions. Councillor Mitchell stated that the Partnership should put the case to Essex County Council on the impact of the lower level of funding provided to the NEPP in comparison to the South Essex Parking Partnership, which has caused additional redundancies and deficit.

The Committee agreed that a letter be written to Essex County Council highlighting the funding discrepancy and to request that Essex County Council pay the calculated difference, of approximately £160,000.

The Committee also requested that a review of the Off-Street service budget takes place, prior to any agreement on the level of 2015/16 contributions. The Committee also asked questions regarding the percentage split between the Off-Street and On-Street on contributions, time, PCN's and management from this year and previous years.

Matthew Young, Colchester Borough Council, stated a review would be needed imminently to ensure that the North Essex Parking Partnership can complete its budget for the next financial year.

RESOLVED that -

- a) The Chairman write to Essex County Council to request that Essex County Council contribute the calculated difference in funding to the NEPP.
- b) The North Essex Parking Partnership holds an immediate review of the Off-street service budget, incorporating the response from Essex County Council.
- c) The Chairman write to Essex County Council regarding the attendance of Essex County Councillors at future North Essex Parking Partnership meetings.

14. NEPP Off-Street Financial Update

Richard Walker, Parking Partnership introduced the NEPP Off-street Financial Update, which shows a slight surplus, although the effects of redundancy have yet to be factored in.

Richard Walker stated that as the report included figures from the one off contributions that were not agreed within the 'NEPP Off-Street service - costs of new service and financial update' the income totals would need to be amended.

The Committee discussed the Off-Street financial update and questioned the additional fuel costs included within the Outturn forecasts when fuel pricing is set to decrease.

RESOLVED that:-

- a) the NEPP Off-Street Financial Update be noted,
- b) that the Off-Street financial contribution for 2015/16 remain at the 2014/15 levels,
- c) the contributions be reviewed when the outcome of the Off Street Service budget is known, and only be altered if Essex County Council does not provide the additional

funding.

15. Operational Report

Lou Belgrove, Parking Partnership, introduced the Operational report for the Off-Street Committee, and highlighted that Braintree District Council will be soon implementing charges for disabled badge holders. Colchester Borough Council will then follow with charges to be introduced from 9 of February. In both areas Disabled Badge holders will be entitled to an extra hour on top of the one that is purchased.

The Committee debated the introduction of charges for Blue Badge holders, particularly around the role of the Local Authority and what commercial providers charge. Councillor Mitchell stated that Braintree District Council have held a consultation and have improved the accessibility.

The Committee also discussed the reduction in number of Penalty Charge Notices issued for the latest period. The Partnership stated that this was as a result of people being more careful, and in the case of Epping Forest District Council there were a number of Civil Enforcement Office vacancies.

RESOLVED that the Operational Report be noted.

Report to: Joint Committee, North Essex Parking Partnership

Date: 12 March 2015

Subject: Off-Street Budget Review and Budget 2015/6

Author: Matthew Young, Head of Operational Services, Colchester B.C.
Richard Walker, Group Manager, North Essex Parking Partnership

Presented by: Matthew Young, Head of Operational Services, Colchester B.C.
Richard Walker, Group Manager, North Essex Parking Partnership

1. Reason for report

- 1.1. At the December 2014 meeting of the Partnership Joint Parking Committee (JPC), Members agreed that the Off-Street budget for 2015/16 should be comprehensively reviewed and results brought to the next meeting.

2. Introduction

- 2.1 To help understanding this report is set out in the following sections with three supporting appendices:
- History of the NEPP
 - Explanation of the On and Off-street accounts
 - The Off-street Business Plan
 - Explanation of the contents of the Appendices
 - Budget for 2015/16
 - Analysis of the Off-street Budget
 - Options
 - Decision

3. History

- 3.1. When it was formed, the JPC had a Business Plan for the On-Street functions, but the Off-Street budgets were not reviewed. Braintree, Uttlesford and Colchester's budgets were transferred from the former Off-Street Partnership, without scientific analysis, due to the timescale for creating the new and more complex North Essex Parking Partnership (NEPP). Therefore, Braintree and Uttlesford's contributions remained on the same basis as the original agreement.
- 3.2. However, at the time it joined, the Epping Forest contribution was accurately calculated for two reasons, firstly to compare against the previous private provider and secondly there was improved knowledge of the costs of different aspects of the service.
- 3.3. Conversely Harlow's contribution was based initially on staff transferring and an arrangement was put in place for services to be provided to the NEPP in relation to the technical requirements of designing and implementing Traffic Regulation Orders (TRO).
- 3.4. Districts could elect to join the Off-street Partnership if they wished, or leave by giving a year's Notice from any end of year (March). The benefit of being a member authority is

principally economies of scale, explained below, both within the district, with neighbouring authorities, and within the wider Partnership.

- 3.5. On this basis the beat rounds were built and the pattern of working has been established over the last four years that meets the Off-street needs of the district partners as well as providing the on-street service.

4. On Street and Off-Street Accounts

- 4.1. It must be noted from the above that the On-street and Off-street accounts are intrinsically linked, yet funded in different ways. Neither account can benefit from the other.
- 4.2. The On-street account is bound by legislation and must not set out to make a surplus and any in-year surplus must be retained for highway use. If a deficit is made the Agreement states that it must be made up by funds by the Partner authorities. The On-street account therefore sets out to break even although there is a small banked surplus which is held in the lead authority's balances to cover small deficits, and the power to carry over £50k between years.
- 4.3. Work completed by enforcement officers is not limited to car parks (Off-street) or highway line enforcement (on-street) because when in a particular location the officers can efficiently carry out a mixture of both types, and beats are set up in this way. Similarly, the Business Unit takes all parking calls and administers all PCNs whether Off-street or On-street. This means that the work carried out must be measured out and allocated to one account or the other.
- 4.4. In addition, the On-street account can expand or contract according to the resources available to it. The Off-street operation is finite however, and cannot proceed beyond the limit of the contributions from the partner authorities. Any savings made in the On-street account (such as vacancies) will however flow through to the Off-street account in proportional measure, due to the nature of the accounting, explained below.
- 4.5. It is worth recognising both the financial and operational success of the Partnership in both on and off-street service:
- A deficit approaching £600k for the NEPP authorities in the on-street fund has been eradicated
 - A reduction in the costs of providing both the On and Off-street services for all authorities
 - On and off-street operations have been maintained and improved across most areas, particularly in the original partner authorities
 - A consistent and efficient back office service that deals with all enquiries and challenges
 - The introduction of TROs most of which had either been delayed or not prioritised under previous arrangements
 - The availability of expertise on parking matters for all partner authorities

5. The Business Plan for Off-street functions

- 5.1. In order to work towards a balanced Off-street budget the JPC has, over time, received and agreed documents which relate to the Off-street budget and operation.
- 5.2. At the December 2012 JPC, the Service Level Agreement was updated and agreed. This document sets out which services each authority receives, and the level of service, as part of the Off-street Agreement (Annexe B to the main JPC Agreement).

At the June 2014 JPC meeting, the Development Plan was presented and approved. This contained the budget splits for different parts of the service, including re-confirming the 70:30[†] and 80:20[‡] work splits for On-/Off- street, and it was agreed that once the Technical Service Review had been completed (with Cash Collection outsourced) then the document would be completed. This report is a precursor to that completion.

NB: 70:30[†] split is for enforcement and 80:20[‡] is for management costs.

- 5.3. The lead authority has reviewed its internal recharges for all services to ensure that the correct amount of charges are being passed to the correct service areas. The budget has been set with the updated allocations from this review.
- 5.4. The present model does not make any link between actions and income, since all the income from an authority's car parks and all the PCN income goes to the Client Authority.
- 5.5. Therefore, some changes in PCN levels may have occurred due to policy changes, parking charges levels or special offers. For example where a special offer is in place, e.g. 10p after 3pm, it will be far less likely for customers to overstay their tickets, leading to a reduction in PCNs issued.

6. Appendices

- 6.1. Appendix A is the Budget for both 2014/15 and 2015/16 and shows the expenditure required to run the Off-street service as agreed in the Development Plan.
- 6.2. Appendix B is the analysis of the Off-street budget requested by Members showing how the budget is split between authorities using the agreed proportions from the Development Plan. Where applicable, agreed percentage splits have been used, against the services as agreed in the SLA. The percentage splits in the document for Cash Collection relate directly to the collection frequency at each machine and these have been used where there is no directly applicable usage data.
- 6.3. Appendix C is the Development Plan including updated text added since the completion of the Technical Review.

7. Budget for 2015/16

7.1 This is shown in detail in Appendix A and the variations from the 2014/15 budget are explained below.

- Salaries – any increases reflects 2% budgeted pay increase and increments for staff. The reduction in Technical Service is due to the outsourcing of the cash collection contract
- The increase in Supplies and Services is due to the inclusion of the cash collection service payment to G4S.
- Support Services: as a result of the review described in the on-street budget report charges are now shown directly on appropriate NEPP codes rather than being apportioned from a general management overhead code resulting in a more accurate cost of the service. However, this has resulted in increases against some of the following recharges:
 - HR recharges will be based on the number of staff within NEPP
 - Accountancy will be based on an apportionment of time
 - Insurances are those directly specific to the NEPP
 - Systems – split three ways with other Operational Services
 - Corporate PSU – Invoices and income administration and payroll functions that are specific to the NEPP
- Cash Office/Postage: change in cash collection process and reduction in usage of postage
- IT charges have been thoroughly reviewed and are based on the number of users, licences and applications specific to NEPP shown on the appropriate NEPP code rather than being apportioned from a general management overhead code.

7.2 Therefore, whilst there have been increases in other budget areas the net cost of outsourcing the cash collection service is a saving of £48k to the Off-street account.

7.3 However, if contributions are maintained at 2014/15 levels there will be a predicted deficit on the Off-street account of £39k.

8. Analysis of the Off-street budget

8.1. The work analysis as requested by the Joint Committee has been carried out and is summarised below using rounded figures. The basis for apportioning each task across the partner authorities is set out in Appendix C.

Table 1

Authority	Braintree	Colchester	Epping Forest	Harlow	Uttlesford
Contributions from 2014/15	£145,900	£643,500	£269,600	£67,800	£152,100
Contribution based on work analysis	£199,513	£502,570	£258,571	£124,276	£194,069
Difference from 14/15	£53,613	-£140,930	-£11,029	£56,476	£41,969

8.2 The analysis shows that the basis for charging the Partners has not been equitable and it has become evident that Colchester Borough Council's contribution, to a significant extent, and Epping District Council, to a lesser extent, is subsidising the work done for other authorities.

8.3 To correct this, contributions would need to be revised based on the analysis of work, then the contributions would be as shown in the third row of the table above, which would mean a significant increase for some authorities.

8.4. Therefore, to bring in the work analysis changes immediately would cause an imbalance such that most authorities will not have planned for the level of contribution necessary.

8.5. However, Colchester recognises that it does have the more varied and complex off-street parking operation and, in line with present contributions is willing to maintain its contribution at approximately 50% of the Off-Street Budget costs. This decision will be subject to formal Cabinet approval.

8.6. Therefore, a further option is presented where contributions are revised in line with Colchester's offer of additional funding, plus a 1% uplift of 2014/15 contributions for other authorities. This gives the following result:

Table 2

Authority	Braintree	Colchester	Epping Forest	Harlow	Uttlesford
Contributions from 2014/15	145,900	643,500	269,600	67,800	152,100
CBC offer to pay 50% + 1% increase for other authorities	147,359	639,500	272,296	68,478	153,621
Difference from 14/15	1,459	-4,000	2,696	678	1,521

8.7. This reduces the predicted deficit to £36.5k which would need to be dealt with in-year through re-charging an appropriate level of cash collection costs to the On-street fund and by making tactical savings on expenditure like vacancies and, where possible, delaying spend.

8.8. However, if the Joint Committee wants to make further reductions in the costs of the service some or all of the following actions will need to be considered with the resultant reductions in service level and quality:

- Continue to make savings in the operation to make transactions digital and internet-based, passing the benefit proportionately to the Off-street operation, this would mean the service would not be available in some channels
- Make savings (cuts) in the operation, which will pass a proportion to the Off-street fund - this is likely to reduce the service provided if all costs are to be reduced to current contribution levels
- Save all vacancies currently in the establishment for Civil Enforcement Officers which will pass a proportion to the Off-Street fund. This option would result in severely cutting income possibilities reduce income that goes to the Client and probably increase complaints about the availability of and coverage by enforcement staff
- Review/revise the percentage split to on-street. For example a 10% change to the On-Street costs split to bring that to 80:20 (like the Management cost centre) means a reallocation of £250k costs into On-Street, but this would result in a reduced service to the car parks and significantly increase the difficulty of balancing the On-street fund
- Revisit the work of the Technical Service to see if machine maintenance can be provided more cheaply by a contractor – TUPE may apply and in any event this is unlikely to be cheaper
- Remove the Off-street service from the NEPP and return its operation to the districts – TUPE may apply and the economies of scale would be lost
- Phase in the fairer funding changes over time meaning some cross-funding may have to continue to exist – all Partners would have to agree how to manage this, especially if one did not want to continue to support others
- Allocate resources precisely on the basis of the contribution, whether required by an area or not - this would mean the lessening of services to some districts and improvements in others

9. Options

9.1 Based on the information set out above the following options are presented for Members' consideration

- Contributions are revised to represent the results of the work analysis shown in Table 1 above
- Contributions are revised in line with Colchester's offer of additional funding, plus a 1% uplift of 2014/15 contributions shown in Table 2 above.

10. Decision

10.1 Members are asked to debate the Off-Street Budget and contributions split and decide the level of contributions from the two options shown above for 2015/16 so that a budget can be set for the Off-street Operation.

10.2 Members are asked to indicate whether any of the further actions shown in paragraph 8.8 are to be pursued.

Appendix A – Budgets for 2014/15 and 2015/16

Off-street Account	2014/2015	2015/2016			
<u>Expenditure</u>	Annual Budget	Annual budget			
Direct costs					
Employee costs:					
Management	14	14			Parking Services Management Team staff costs
CEOs & Supervision	458	484			CEOs & Supervisor staff costs
Back Office	110	117			Back Office staff costs; salary increase plus increments.
Technical Service	381	182			Off-street car park workers / cash collectors – reduces due to start of cash collection contract
Premises costs	2	3			Premises work to be recharged to partners
Transport costs (running costs)	19	20			Fuel and public transport
Supplies & Services	128	303			General expenditure – increases due to start of Cash Collection contract
Third Party Payments	15	15			Chipside and TEC bureau costs
<i>Sub-total</i>	<i>1,128</i>	<i>1,139</i>			
Non-direct costs					
Accommodation	14	10			Accommodation
Other Support Services	43	59			Accountancy, HR, insurance, management and systems support
Cash Office & Receipting & Postage	30	6			Cash Office & postage – reduces due to start of Cash Collection contract
Communications	5	5			Communications
Fleet contract hire	42	43			Fleet costs
IT	17	56			IT cost based on actual usage
<i>Sub-total</i>	<i>151</i>	<i>179</i>			
Total Expenditure	1,279	1,318			
Funded by Contributions:					
Braintree District Council	(146)	(146)			BDC contribution
Colchester Borough Council	(644)	(644)			CBC contribution
Epping Forest District Council	(270)	(270)			EFDC contribution
Harlow District Council	(68)	(68)			HDC contribution
Uttlesford District Council	(152)	(152)			UDC contribution
Other income	0	-			Work for partners outside of normal duties
Total Income	(1,279)	(1,279)			
Deficit / (Surplus)	0	39			

Appendix B – Percentage basis for splits

Percentages			District Split					Other (excluded)
Element	Description of basis	BDC	CBC	EFDC	HDC	UDC	On-Street	
1	G4S cost	Based on number and frequency of collections	13%	41%	19%	0	17%	10%
2	5542 Back Office	No of PCNs processed - staff costs	14.7%	35.3%	22.2%	13.1%	14.7%	
3	5542 Back Office	Mi-Permit transactions - processing cost	13%	41%	19%	0	17%	10%
4	5542 Back Office	Adjudication Service levy per PCN issued	12.7%	29.3%	28.8%	15.3%	13.8%	
5	5542 Back Office	Season Ticket or Permits issued	12.7%	29.3%	28.8%	15.3%	13.8%	
6	Management/Strategy	Management of services & Strategy preparation – collection frequency	13%	41%	19%	10%	17%	
7	5545 Technical Team	Off-street car park staffing – time allocation and type of operation	20%	45%	14%	8%	13%	
8	5541 Enforcement	No of PCNs processed - Enforcement general, CEO costs	14.7%	35.3%	22.2%	13.1%	14.7%	
9	5541 Enforcement	No of PCNs processed - Other Staff costs	14.7%	35.3%	22.2%	13.1%	14.7%	
10	Non-direct costs	Accommodation – collection frequency	13%	41%	19%	10%	17%	
11	Non-direct costs	Support– collection frequency	13%	41%	19%	10%	17%	
12	Non-direct costs	Cash– collection frequency	13%	41%	19%	10%	17%	
13	Non-direct costs	Communications– collection frequency	13%	41%	19%	10%	17%	
14	Non-direct costs	Fleet– collection frequency	13%	41%	19%	10%	17%	
15	Non-direct costs	ICT– collection frequency	13%	41%	19%	10%	17%	

Note: Splits taken from the approved NEPP Development Plan



Parking Partnership 5-year Strategy & Development Plan 2013/14-2017/18

for the North Essex Partnership Area



**North Essex Parking Partnership
Strategy and Development Plan:
Issue 4** (v4.11 03.03.2015)

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Development Plan v1.1 first issued 2007.

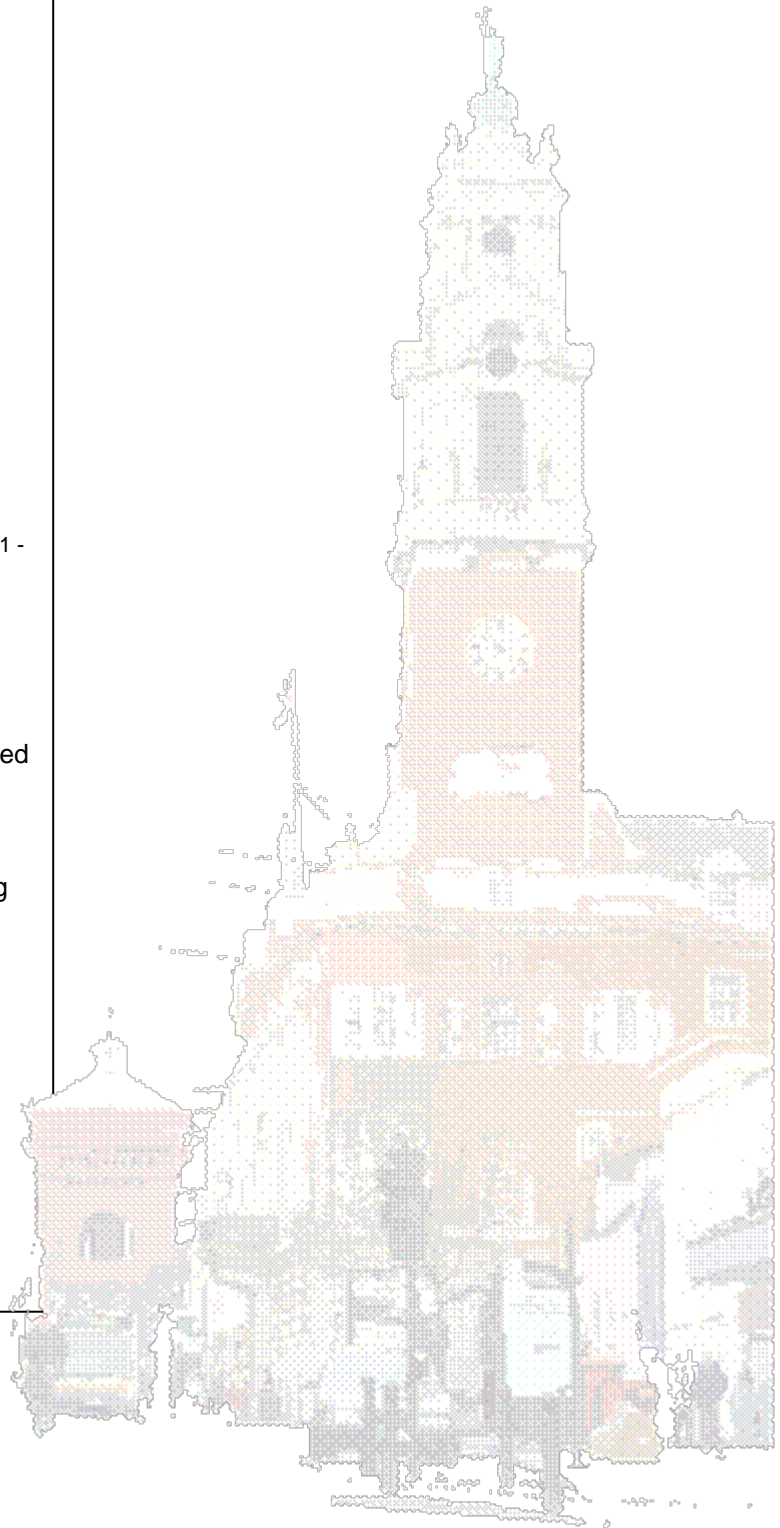
Development Plan v2 issued August 2008

Development Plan v3 amended and re-issued
for Parking Partnership 2009.

Development Plan v4 comprehensively
revised and reissued for North Essex Parking
Partnership December 2013-January 2014
v4.1 approved by JPC 26.06.2014

V4.11 updated for JPC 12.03.2015 with
additional text and proportion split tables

*Information is complemented by the
Partnership's Annual Reports 2012/13 and
2013/14 (Annual Reports are produced in
retrospect).*



Colchester High Street

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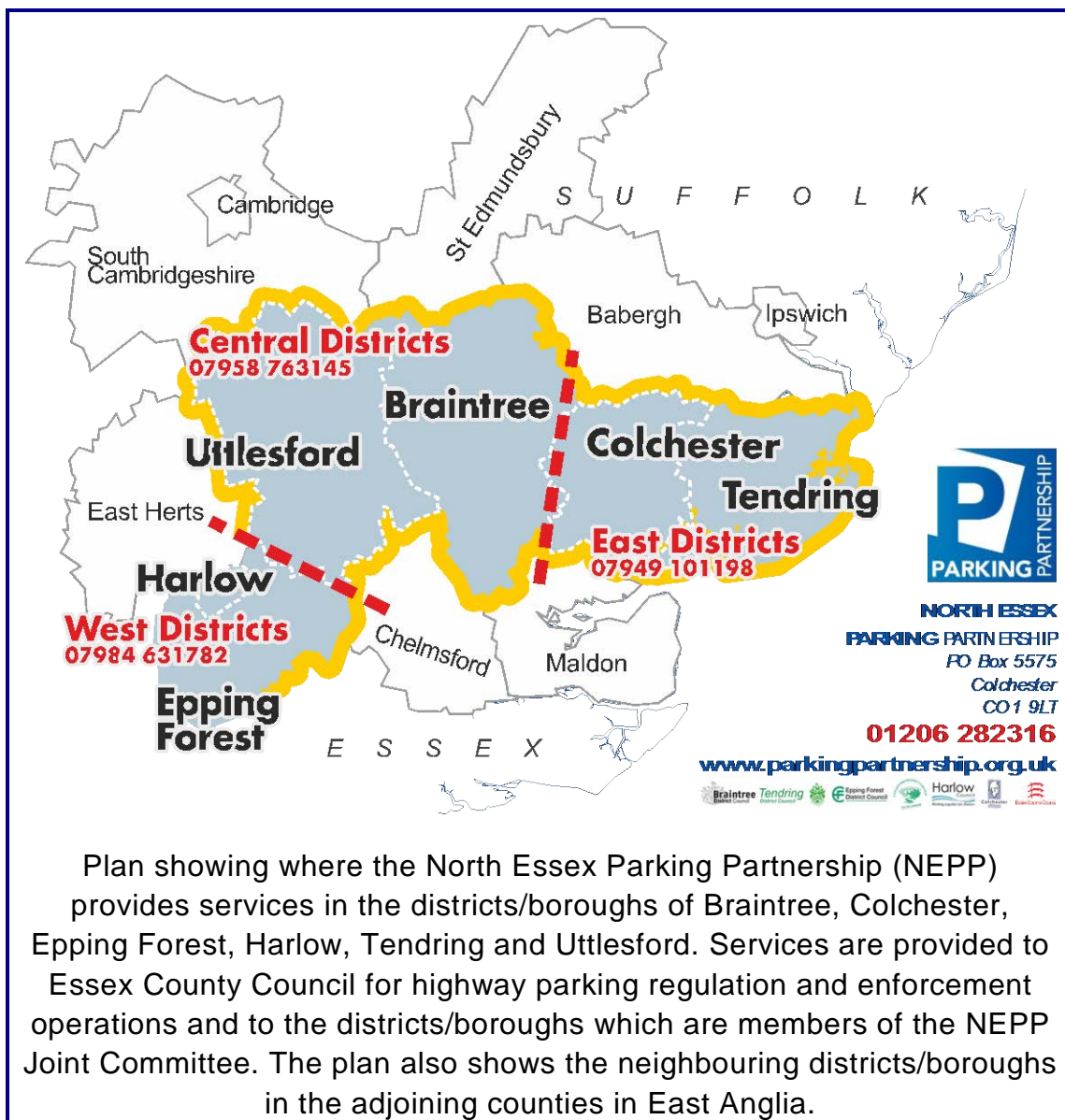


1 Introduction

1.1 About this Document

This document, now in its fourth version, sets the direction for the second half of the North Essex Parking Partnership's (NEPP) Agreement initial term.

It sets out to revise and redefine the NEPP's strategy for the future provision and operation of parking across the borough and district council areas of Essex County Council, Colchester Borough Council, Braintree District, Epping Forest District Council of Civic Offices, Harlow District Council, Tendring District Council and Uttlesford District Council.



1.2 Purpose of this Document

The document sets out to:

- Determine the future direction of the Parking Partnership operationally and financially, having completed the Implementation Plan set out in the Business Case.
- Make clear links between the Parking Strategy and other transport related strategies in place including any local or town centre plans;
- Determine a strategic approach to future provision including changes to parking regulations, enforcement and operational services investigating any gaps in the level and quality of provision and opportunities to make efficiencies in the service, and what actions the Partnership should take in each case;
- Define the current position with regard to on-street and off-street parking, to determine a strategy for the level and quality of the service provided and what actions the Partnership could take;
- Set out the level of contributions required from Partner Authorities against the Service Level Agreement;
- Take into account the need to achieve sustainability by setting out what is considered to be a fair pricing structure and how, if any surplus is generated by the service, that might be used to help support services offered.

1.3 Partnership Services

The Joint Committee Agreement defines the services to be delivered in the on-street areas.

The off-street parking Service Level Agreement (SLA) shows services provided to the Partner Authorities which (decided by Committee December 2012).

1.4 Background

A Development Plan for parking was first issued in 2007 for operations in Colchester; the Plan was revised and updated as operations have changed. The 2008 issue represented the first full update and that version has been supplemented with strategy Plans for the joining districts with the advent of the Partnership. This was updated to reflect the formation of the current Partnership operation of seven authorities under Agreement. The Plan is a “live” document.

1.5 History

Prior to the Partnership Agreement, the partner authorities operated their own discrete Agreements with the County Council to provide parking services, and operated their own off-street parking services entirely separately.

The implementation of the 2011 Parking Partnership – based on the ideas from our previous similar but smaller three-district Partnership – has been a significant change. The effect has been able to implement one of the most innovative and efficient operations in the country. NEPP received a national award to recognise its achievements.

This Plan is a summary of the development that the service now requires detailing the steps that need to be taken in order to build upon the successful and efficient operation outlined in our initial plans.

The aim is to continue to deliver good quality, innovative and efficient public services at minimum cost.

To this end there's a number of exciting projects to implement in the coming years which will further complement the groundwork already done in becoming the best all-round parking operation possible.

bringing together the parking operations for Essex

www.parkingpartnership.org

1.6 About the Partnership

NEPP is an independent local government service, which reports to a Joint Committee of Essex County Council. The North Essex Parking Partnership Joint Committee governs the operations and is known as the Joint Parking Committee (JPC).

Beside the county council, the six district and borough councils of North Essex are also Members of the NEPP JPC and are represented by Executive Councillors at the Committee, which meets about five times a year, with its AGM in June. The NEPP JPC receives operational, financial and other topical reports from lead officers.

Each of the district and borough councils (the “client authorities” of NEPP) has a client officer with whom the NEPP officers maintain regular contact. The officers of the NEPP operational service are employed by a host authority, which in the case of NEPP is Colchester Borough Council.

More details about the NEPP and its governance can be found in the service’s Annual Reports published at www.parkingpartnership.org

The county council has also delegated powers to make parking restrictions/permissions such as “yellow lines” to the NEPP and the JPC considers schemes from cases discussed locally.

1.7 Strategic Links

The Strategy needs to be closely linked with the county council's priorities principally the Local Transport Plan (LTP) as it relates to the decriminalised Civil Parking Enforcement scheme (CPE) and any future development of park & ride sites (P&R) to serve towns in the partnership area. This document therefore also considers these issues.

This document outlines a 5-year Parking Strategy for the North Essex area and is based on principles that reflect:

- National, regional and local objectives for regeneration, transport and the environment;
- The mitigation of changes in town centre parking stocks as a result of regeneration in town centres stemming from regeneration plans and local plans to revitalise high streets.
- Any improvements to the overall parking service provided by the partner councils which may be required.
- Any changes to legislation or Guidance from government as a result of recent consultation.

1.8 Structure of Document

The Strategy is presented under the following headings:

1. Introduction
2. Mission and Vision
3. Aims and Objectives
4. Review of work to date
5. Financial Matters
6. Parking Enforcement Service
7. The Technical Service
8. Off-street parking operations
9. Business Unit and Policy issues
10. Performance Management
11. Technology
12. Future recommendations
13. Phased implementation plan

Each section provides a summary of the key issues together with the recommendation(s) for areas to be developed, that are highlighted in boxes, within the text.

2 Mission and Vision

2.1 Mission

Our mission is to:

- Provide a well-budgeted, effective, efficient and economic service in line with national, regional and local objectives for regeneration, transport and the environment;
- Plan for and provide adequate parking for future needs, including during regeneration;
- Maintain the highest possible level of service, safety and customer care whilst maximising income;
- Demonstrate continuous service improvement and high levels of performance.
- Clearly and concisely communicate the vision and plans set out herein to all those who need to buy in to them in order to deliver the programme.

2.2 Vision

The Partnership's Vision:

It is expected that in 5 years the result of merging services will be a single, flexible enterprise providing full parking services for a large group of partner authorities.

The vision calls for combined collaborative working, as a single enterprise. In future years, the enterprise will bring together the parking expertise from all the partner authorities (including any future partners which may join), as a single entity managed centrally with satellite 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 constrained by investment in the annual business plan.

To create a flexible business enterprise operating as a single unit formed out of the existing three authorities' operations will require joint investment (both political and financial) from all partners and a sign-up to a joint strategy, model and structure proposed.

3 Aims and Objectives

The plan sets out specific strategies relating to each part of the service, or parts of the client authorities' services where change is taking place; they have independent timescales, but fit together and support this document

The Aims are divided into functions as follows:

3.1 Business Aims

- Support the core principles of TMA 2004 and LTP3;
- Operate the Civil Parking Enforcement function beyond March 2018;
- Achieve an overall financial account to operate parking enforcement and the TRO function overall at zero deficit;
- Maintain a reserve fund within agreed boundaries;
- Work in partnership with others wherever possible
- Partnership Client Officers take all reasonable steps to ensure individual areas maintain their off-street contribution;
- Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available

3.2 Supporting the Aims of the Local Transport Plan

The Partnerships continue to support the Local Transport Plan outcomes of Essex County Council (LTP3 and beyond) including:

- Improving 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
- Improving the management of goods deliveries, ensuring that appropriate vehicles are used and that delivery and loading does not inhibit traffic flows
- Providing connectivity for Essex communities and international gateways to support sustainable economic growth and regeneration
- Reducing carbon dioxide emissions and improve air quality through lifestyle changes, innovation and technology
- Improving safety on the transport network and enhance and promote a safe travelling environment

3.3 The Partnership Governance Document

The Partnership Joint Committee Governance document (“The Agreement”), outlines the control and leadership of the joint parking service parking governance strategy for the partner authorities and which also sets out how the partner authorities fund and operate the Joint operation.

The Governance document defines the starting position (“baseline”) with regard to on- and off-street parking operations and on-street enforcement in partnership by defining the level and quality of the services provided originally by the partner authorities before their merger (and therefore the service level provided in their area if they chose to leave), and the actions required to operate the service through a Joint Committee.

3.4 Legislation and external agreements

Much of the work carried out by the Partnership is governed by primary legislation, regulations and guidance – the appropriate references are given later in this document.

***i* Car parking is one of the most important services which any local authority provides, with links to town centre vitality and income being brought to the fore in recent National and Select Committee reports.**

3.5 Updating the Business Plan

The initial Business Plan document detailed budgets for the Partnership

from 2011 to 2014 having projected contributions based on 2009/10 figures.

This new Strategy takes and develops the details and provides projections based on actual operations in order to provide an updated Plan for the years 2014/15 and beyond.

In addition, a budget for off-street operations is provided based on the Service Level Agreement (SLA) principles that were agreed at JPC in December 2012.

3.6 Other Plans

Planned projects can be implemented using “daughter” plans, which prioritise and amplify the work and processes to be gone through further.

It will be necessary for the Parking Partnership’s client authorities to maintain asset management plans separately from the Parking Partnership operational service itself, since the asset base remains the responsibility of the Client Authority.

The Partnership will assist and advise the client authorities of issues such as asset maintenance. Wherever necessary, the Partnership will make consultancy services available to client authorities for special projects which might fall outside the SLA.

4 Review of work to date

4.1 Review of Objectives

The initial Business Plan document detailed a number of steps to be taken in the transitional years, in order to help the service manage a break-even budget by 2014.

These steps have largely been completed and the budget is forecast to be out of deficit for the out-turn of 2013/14.

Actions already taken will continue to contribute efficiencies as the systems are expanded to cover all activities.

Steps taken include:

- Introduction of MiPermit for cashless car parking, paperless permits and season tickets and virtual visitor permits.
- The system extends opportunities for motorists to pay electronically; cashless parking is now available in Colchester, Uttlesford and Epping car parks, Loughton and Buckhurst Hill, Harwich and Saffron Walden on-street locations, with Braintree car parks presently under test.
- 'Paperless' Car Park Season Tickets and Resident Permits are available in place of paper permits, bringing savings in postage, secure stationery and more flexibility in payment collection systems.
- 'Virtual' Visitor Permits are available in place of scratch-cards bringing savings in postage, secure stationery and more flexibility in payment

collection systems. There has been a high conversion rate within the trial area (Colchester), with over 18000 having been transferred to the Internet service between October and March, with a growing take-up.

- Scratch-cards are still available to those who have no access to the Internet, although only until a 24/7 phone line can be provided.
- A CCTV car has been procured for use near schools and other high level restrictions. Operation of the car helped to bring enforcement to more places during peak times where it has been called for but impractical to reach previously.



- Enforcement and operational services in Epping Forest have been merged and operations streamlined.
- The Technical Service has begun to implement a large number of requested restrictions and has carried out two major town reviews.
- Enforcement services have been streamlined in accordance with the views of the Joint Committee; there are now 58 CEOs posts

5 Financial Matters

5.1 Budget for 2014/15 onwards

The initial business plan set out the interim budgets required to re-align the service to achieve a balanced budget in 2013/14. The initial business plan did not set out any details beyond 2013/14, and that is the purpose of this document.

The first years of operation included investment in systems and hardware, plus an adjustment for the later integration of the Epping Forest operations.

In addition to the annual budget there is agreement to carry forward deficits or surpluses in the on-street and off-street operations from year to year, provided the variance is not in excess of £50k. Those variances must be dealt with by early intervention within the next financial year.

A number of initiatives have now been implemented in order to gain additional efficiencies in the system, as identified in the initial Business Plan.

It is clear that without changing investment, income, or the level of resources, the level of financial out-turn will gradually reduce as costs and expenditure increase in line with inflation.

Essential inflationary increases account for around £130k of additional expenditure each year, whilst running costs are being kept under strict control. All costs will be subject to inflationary increases.

Presently the TRO team is funded from the On-Street fund in order to maximise the maintenance funding available. This effectively reduced the out-turn level by around £98k.

It is important (and in certain cases, a legal requirement) that each element of the service is covered by its own funding.

5.2 Finance Key Facts

Increasing the off-street contribution (which covers between 20% and 30% of enforcement work and 100% of car park operations work) by 3% would mean an additional £37k income.

Increasing the resident permit charge by £5 (about 9%) could mean an additional income of £22k

Increasing the Resident Visitor charge by 20p from 80p to £1 would bring £22k income.

PCN income for resident areas cannot be used to fund residential enforcement. That cost must be borne by the resident permit price. The reasons for this being

that there is no guarantee of any PCNs being issued, and so any scheme must be self-financing without relying on such PCN income.

The PCN value is set by Department for Transport (DfT), centrally. It is unlikely that the PCN value will be increased. The enforcement process has been strengthened over recent years to enable more of the outstanding charges to be collected. Efficiencies have instead been sought in the process.

Consultation with Client Officers and at Scrutiny has shown that the financial information would be well received if the details for coming years could be set out in a planned way. Details of the larger costs and income streams are shown in the Appendices.

There are few income streams which can be relied upon. One source of income is from On-Street Pay & Display areas, where a fee to park is set at a level to encourage space availability for short stays, primarily in support of nearby businesses and to regulate all-day use of kerb space by supporting use of nearby off-street car parks for longer stays. The Committee has previously decided that new Pay & Display areas would only be considered as part of an overall local scheme, and these will be investigated as part of this Plan.

5.3 Action Plan

Actions have been recommended in the short-term and medium term and these are contained within the Plans in order to mitigate and maintain the budget position over coming years.

These include areas where efficiencies could be made, additional income could be earned, or fees and charges may need to be adjusted.

The appropriate measures have been included within the agreed 2014/15 budget, and a Plan for future years for Proposed Permit Charges is shown in the table at **Appendix A**.

A plan of proposed actions is included at **Appendix B (details to be confirmed after decision)**.

5.4 Budget Splits

The draft Development Plan was agreed in June 2014 and the tables in this report have been used in the budget preparations for 2015/16.

Where individual values or totals for the year exist, based on actual amounts of resources used, these have been used instead of the proportions. Where used, these have been shown in the budget papers and calculations. A summary of the 2015/16 detail is shown in the tables below.

5.5 Comparing the North and South Partnerships

Table 1A

District Population (ONS data)	2011	2012	% Change
Colchester	173,614	176,008	1.40%
Tendring	138,062	138,285	0.20%
Braintree	147,514	148,384	0.60%
Uttlesford	80,032	81,250	1.50%
Harlow	82,177	82,676	0.60%
Epping Forest	124,880	126,080	1.00%
North total	746279	752683	0.90%

Table 1B

Brentwood	73,841	74,020	0.20%
Basildon	174,971	176,474	0.90%
Chelmsford	168,491	169,335	0.50%
Castle Point	87,964	88,218	0.30%
Maldon	61,720	61,918	0.30%
Rochford	83,333	83,869	0.60%
South total	650320	653834	0.50%

Table 1C

(ONS data)	Area	Population	Density (per sq m)
NEPP	885	752,683	851
SEPP	483	653,834	1,354
SEPP as a proportion:	55%	87%	159%

The two Partnership areas have their own particular features, although the NEPP area is significantly more rural with greater distances to travel.

SEPP is just over half the size of NEPP in area. NEPP is more populated, although the population spread is over one and a half times the area, leading to a much lower density.

SEPP has a proportional population 160% the size for its area when compared to NEPP.

6 Parking Enforcement Service

6.1 Background

The enforcement service covers highway on-street areas and off-street car parks. The amount of work carried out in car parks is set in relation to the Service Level Agreement.

The on-street operation is funded by NEPP income and adjusts to the resources available.

Costs and resources are split between the on-street and off-street accounts.

Following the Joint Committee's decision in December 2012, the Partnership undertook a restructuring exercise in mid-2013. The current number of CEOs available in each area is as follows:

Table 2

Area	CEOs
East	18
Central	15
West	18
Team Leaders	7

The teams are then split between districts on a beat system. This equates roughly as follows (on a day to day basis slightly more or fewer resources may be deployed depending upon the local shift pattern and any leave or recruitment ongoing). A table is shown below:

Table 3

District	On or Off Street	CEOs per district	% split of CEO time
Tendring	On	4	8%
Colchester	On	8.6	17%
	Off	5.4	11%
Braintree	On	5.25	10%
	Off	2.25	4%
Uttlesford	On	5.25	10%
	Off	2.25	4%
Harlow	On	6.3	12%
	Off	2	4%
Epping Forest	On	6.3	12%
	Off	3.4	7%

Tendring is not part of the Partnership for Off-Street.

Looking at the split of work completed, using PCNs issued in 2012/13 as a guide, the split of employees roughly mirrors the allocation of work, with the exception of Colchester, where significantly more PCNs were issued per CEO on-street.

Table 4

District	On or Off Street	% split of CEO time	% split of PCN issued
Tendring	On	8%	10%
Colchester	On	17%	27%
	Off	11%	10%
Braintree	On	10%	9%
	Off	4%	5%
Uttlesford	On	10%	5%
	Off	4%	4%
Harlow	On	12%	10%
	Off	4%	3%
Epping Forest	On	12%	10%
	Off	7%	8%

6.2 Future Provision

There is a continuing need to protect accessibility of the kerbside to provide adequate parking supply for shopping, leisure and commercial activities.

The enforcement service is about to commence recruiting for a small number of vacant posts where staff have moved on. It is felt that the organisation's number of officers and balance of the CEO teams is now at the correct level, where resources are stable, sustainable and affordable for the medium-term future.

The only changes may be to supplement seasonal levels with overtime or seasonal part-time working.

7 The Technical Service

7.1 Background

The Technical service is currently being reorganised in order to bring together the Technical and Operational sections into one team, and identify separately the cash collection service. If it is beneficial the cash collection and counting service may be outsourced, depending upon the market evaluation.

The Technical Team is responsible for On-street Regulations and maintenance and this is part-funded by an Essex County Council maintenance contribution (£150k p.a.) and partly from external contributions to cover Traffic Regulation

Order design. The latter will fund an additional two technical posts, which will be dependant upon continuing funding.

8 Off-street parking operations

8.1 Car Parks

This section captures the role of the car park infrastructure in attracting visitors and shoppers and alludes to the relationship with the local economy and vibrancy of the town centre.

The Off-street functions, reporting to the Off-Street Sub Committee of the Joint Parking Committee for those client authorities which have agreed the NEPP shall provide their parking services were agreed in a Service Level Agreement at the December 2012 meeting.

The off-street SLA is fundamentally a menu of operational items which can be selected. The level and depth of the operation provided is agreed by Districts who can choose as much or little of the operation as it is efficient to agree, to be provided by the operational function of NEPP.

The level of service provided dictates the pricing structure. The pricing structure and contributory budget is reviewed in this section.

The Technical Team Review has been concluded. Cash Collection Service was contracted out in October 2014 and the remainder of the team has begun their new roles. The same proportion of staff time is allocated to the on and off-street accounts as before – no more than 2.5 staff are paid for from the Off-Street Contributions, but there is now a larger TRO element available for use across the districts.

8.2 Split of work: Cash Service

To assist in the planning for the Off-Street Review, the table below summarises the amount of work done in cash collection / counting terms for each area, and each account, based on machines, collections and shows a percentage of the total budget for cash services which can be attributed to each authority.

A small amount of work is carried out for the on-street service (approx 10% of collections or 2% by income), but in any event, the majority of the work is for the off street function.

The details are shown in the tables below.

Table 5

Area/District (both on- and off-street)		Ops/cash personnel split by area	Account	Machines serviced	Machines by % of total	Estimated Annual Collections	Collections by % of total
East	Tendring	50%	On	2	1%	234	1%
	Colchester		Colchester - Off	53	31%	10212	41%
Central	Braintree	30%	Braintree - Off	20	12%	3152	13%
	Uttlesford		On	6	3%	936	4%
West		Epping Forest	20%	Uttlesford - Off	27	16%	4212
	On			24	14%	1248	5%
			Epping Forest - Off	41	24%	4680	19%

On-Street total (pay & display on-street work carried out) is equivalent to 10% (32 machines, collected non-daily).

In terms of actual cash collected and processed on behalf of the client authorities, the split is as follows:

Table 6

Description	Proportion of work - per cash collection account
fixed or variable	Table 7 / V1
Basis	Cash Collection Schedule, proportion of cash visits from Tender
Budget Code	T1

	Proportion by income	Proportion by collections
Braintree	11%	13
Colchester (<i>all sites</i>)	60%	41
Epping Forest	17%	19
Uttlesford	10%	17
On Street	2%	10
Harlow	0	0
Tendring	0	0

For information, Harlow and Tendring carry out their own off-street cash collections, and so these operations do not appear to have values in the table.

8.3 Off-street staffing

Certain multi-storey car parks are staffed in order that an enquiry window can be provided. The staff are therefore tied to this task and cannot perform other duties. These staff are shown below:

Table 7A

Location	FTE
Braintree	2
Colchester	3

The overall staffing level for each area, for budgetary purposes therefore needs to reflect these additional posts:

Table 7B

Description	Off-street car park staffing
fixed or variable	Table 7 / V1
Basis	Number of staff per area
Budget Code	T1

District	Proportion
Braintree	20.5%
Colchester	45.0%
Epping Forest	14.3%
Harlow	7.5%
Uttlesford	12.8%

9 Business Unit & Policy issues

9.1 Technology

“Response Master” technology has been trialled which can assist in creating bespoke letters. The results are being compared to improvements which can be made in the usual personalised letter response system.

Links are now available from the database enabling email responses to be sent. This area is to be developed further over the coming year.

9.2 Virtual Permits

Reducing secure stationery, the virtual permit system has been very successful in reducing postage costs and creating efficiency through using an online system. The system communicates with the officers’ handhelds on street.

9.3 Split of Work

Numbers of Penalty Charges issued per area (PATROL data on number of PCNs issued)

Table 8

Description	Adjudication Service PATROL AJC levy per PCN issued
fixed or variable	Table 8 / V2
Basis	60p per PCN issued in area
Budget Code	B4

District	Proportion
Braintree	12.73%
Colchester	29.35%
Epping Forest	28.84%
Harlow	15.31%
Uttlesford	13.77%

MiPermit data (based on number and value of transactions processed) for cashless parking

Table 9

District	Transactions	Value
Braintree	4.1%	5.6%
Colchester	57.3%	61.3%
Epping	34.0%	30.5%
Harlow	0.0%	0.0%
Uttlesford	4.6%	2.6%

10 Technology

10.1 Website

The information carried on the website has been improved and will continue to be developed further.

10.2 Other Technological Solutions

A CCTV car has been trialled in order to gather data on contraventions outside schools. Over the coming months this will be reported, and a decision will be made on the future provision towards the end of the financial year, and depending on future regulatory changes.

The vision for the Partnership reflects that Back Office systems and communication will be improved continuously. The recent introduction of email responses direct form the database is an example of such a saving, by reducing stationery and postage costs.

11 Future recommendations

To be added following discussion

To continue to implement savings brought about by MiPermit, and digital communications wherever possible. To maintain income from existing streams at a proportionate level. To investigate other income streams, such as external work, a review of the work of the CCTV car, implementation of few Pay & Display sites as part of wider parking management schemes

12 Phased implementation plan

To be added following discussion and decisions

To include:

- Permit Prices
- Visitor Permit Prices
- Income from PCNs
- Other Income Streams
- Employee costs
- Examples of other reduced costs

Appendix A

Permit Prices – proposals for discussion.

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				
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					
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				
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
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
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

Appendix B

Proposed Actions

To be added following discussion and decisions

Document1

Report to: Off – Street Sub Committee, Parking Partnership

Date: 12 March 2015

Subject: Operational Report

Author: Lou Belgrove, NE Parking Partnership

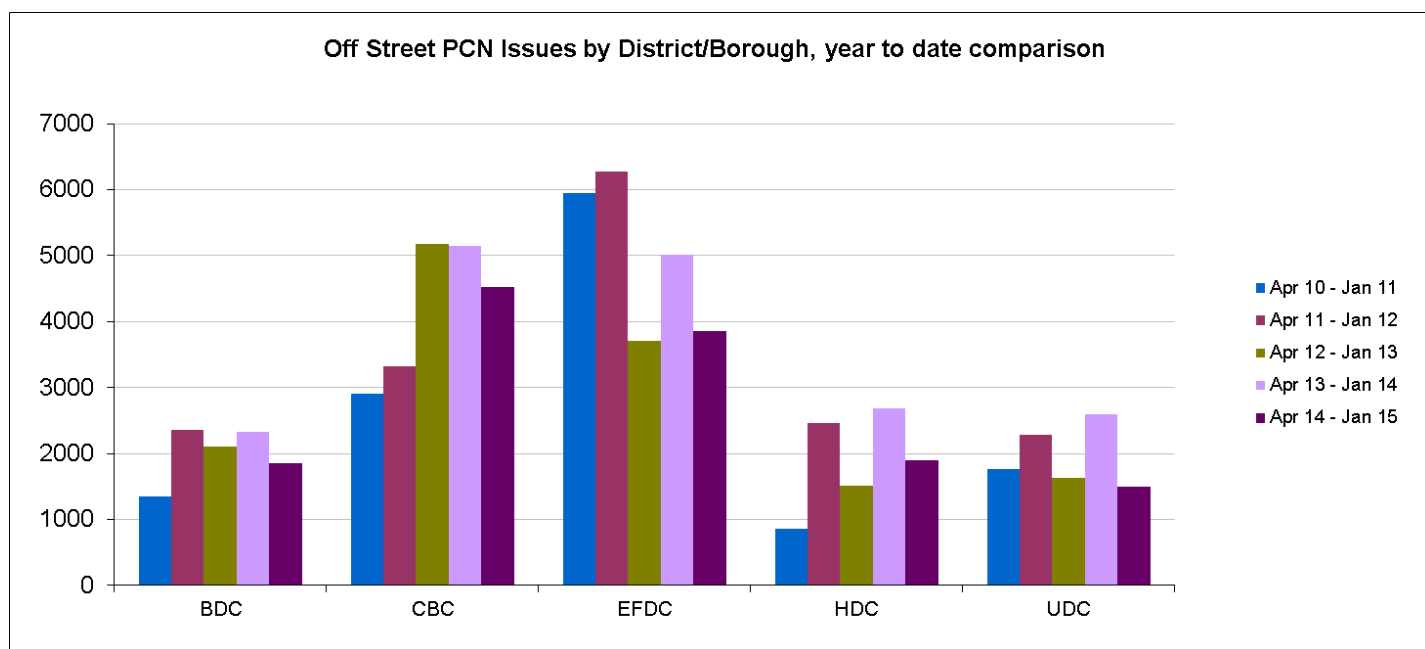
Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

1. *Introduction and Purpose of Update*

- 1.1 The paper gives Members an update of operational progress since the last meeting in December 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*

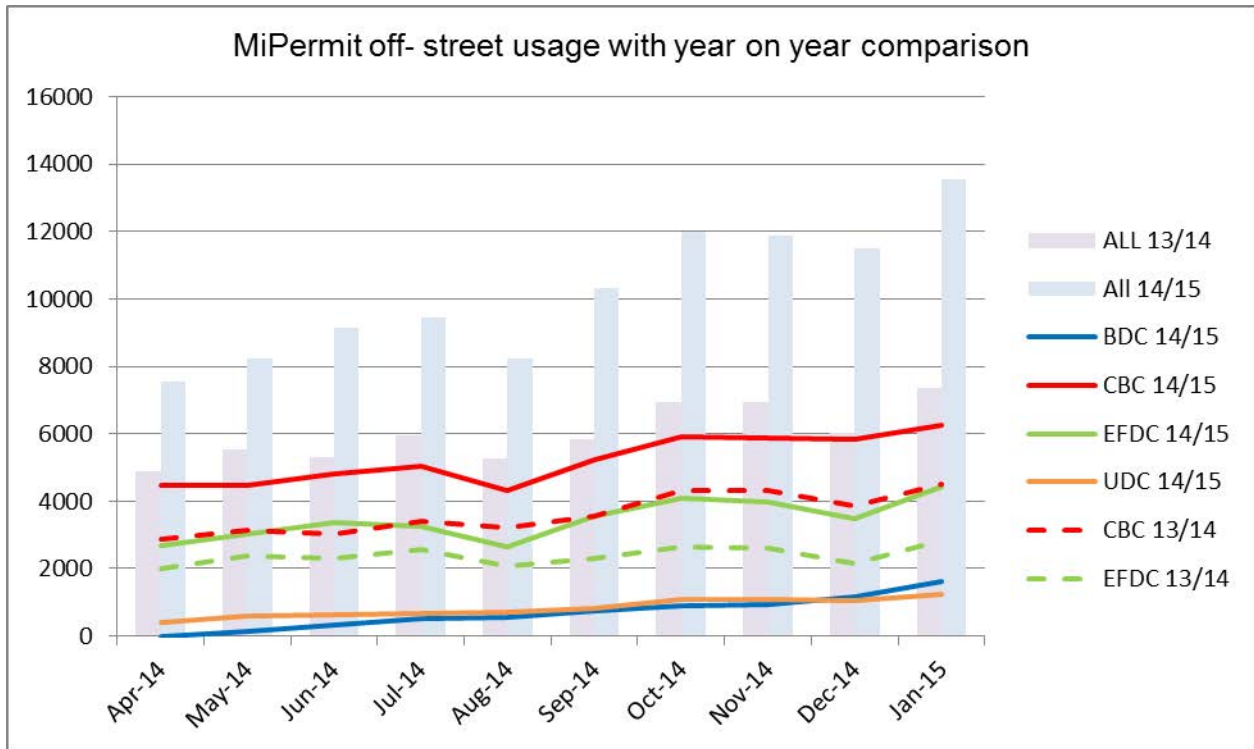
- 2.1 The following graph (linked to data in Appendix 1) shows the issue rate of all Penalty Charges for the off-street parking function.



- 2.2 Across all districts there has been a decline in the number of PCNs issued off-street. As with on-street enforcement, this is linked to a decline in actual CEOs available to enforce and should be addressed following the further recruitment of staff.

3.0 MiPermit

- 3.1 Cashless parking continues to operate in all NEPP operated car parks (with the exception of Harlow).
- 3.2 The chart below shows the continuing growth in popularity of MiPermit as a payment option across the Partnership. NB – data not available in 2013/14 for BDC and UDC as system not active in these areas at this time.



- 3.3 The drop in purchases in August and December are expected as many users are on holiday at this time and the figures reflect this.
- 3.4 The Area Manager responsible for the West has spoken to officers at Harlow in regard to implementing cashless parking in their car parks and work will continue to ascertain whether this is a possibility.
- 3.3 Colchester’s biggest MSCP has recently been converted from Pay on Foot to Pay and Display and MiPermit is now available in this location. Due to the long stay nature of this car park during the working week, MiPermit is being promoted as the “payment option of choice” to reduce the amount of coin taken at the machines.

Initial sign up has been encouraging with 359 stays booked in the first 3 days of operation which equates to approx. 20% of the payments taken over that period.

4.0 Cash Collection

- 4.1 The new contract continues to operate across all relevant districts. A meeting with the Contract Manager has taken place and officers from all involved Districts attended. A number of issues were discussed and resolved in regard to the reconciliation process.
- 4.2 NEPP officers will continue to work with colleagues from finance and audit to ensure the necessary information is available to all as and when required.

5.0 Disabled Drivers

- 5.1 Charging for disabled badge holders has now been implemented in two of the five Partner Authorities' off-street car parks.

A Blue Badge holder will now be asked to pay the same tariff as any other motorist in both Colchester and Braintree car parks however, both allow a further "free" hour on top of any tariff purchased to accommodate any mobility issues that the driver may face. This is based on the assessment that the Blue Badge is issued to provide easier access to places rather than a financial benefit.

All car parks will have modified pay and display machines installed to ensure access is available to all and of course MiPermit is also offered in these locations as an alternative way to pay.

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.

Appendix 1 – Off-street Operational report

Off Street PCNs by month, per District/Borough														
	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC
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
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
Apr 10 - Jan 11	1354	2909	5948	864	0	1767		Apr 12 - Jan 13	2111	5183	3705	1508	0	1637
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	1727	4014	7829	1193	0	2179		FY 12-13	2922	6474	5078	2009	0	2328
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
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
Apr 11 - Jan 12	2358	3325	6277	2459	0	2283		Apr 13 - Jan 14	2326	5143	5017	2681	0	2599
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	2620	3974	7259	2718	0	2559		FY 13 - 14	2614	6024	5920	3142	0	2827
								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
								Sep-14	131	444	324	171	0	158
								Oct-14	183	463	396	159	0	162
								Nov-14	181	493	376	156	0	127
								Dec-14	187	309	413	148	0	114
								Jan-15	230	417	362	143	0	167
								Apr 14 - Jan 15	1859	4524	3849	1904	0	1494