



North Essex Parking Partnership

Joint Working Committee On-Street Parking

Council Offices, Tendring District Council,
Thorpe Road, Weeley, Essex, CO16 9AJ

30 March 2017 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 30 March 2017 at 1.30 pm
 Council Offices, Tendring District Council, Thorpe Road, Weeley, CO16 9AJ
Agenda

Attendees

Executive Members:-

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

Officers:-

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

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies and Substitutions		
3. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4. Have Your Say The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5. Minutes To approve as a correct record the draft minutes of the meeting held 15 December 2016.		1-6
6. Schools Project – Presentation by SEPP To receive a presentation about, and lend NEPP support to, a School Parking Project being run by SEPP	Nick Binder, Richard Walker	7
7. Traffic Regulation Order Proposals To consider proposed Traffic Regulation Order schemes across the Partnership, to reinstate scheme 50071 as approved and defer previously approved scheme 50117.5	Richard Walker, Trevor Degville	8-15
8. Traffic Regulation Orders Update report To provide an update of the Technical Team activities and to note the advertisement of the Permit prices previously agreed.	Trevor Degville	16-18

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| 9. NEPP On-Street financial position at period 11 2016/17 and 2017/18 budget
This report sets out the financial position at the end of month 11 2016/17 budget and sets out the proposed 2017/18 budget for the North Essex Parking Partnership (NEPP) ON-STREET budget. | Lou Belgrove | 19-21 |
| 10. Forward Plan 2016/2017 and provisional 2017/2018 dates
This report concerns the Forward Plan of meetings for the North Essex Parking Partnership, including provisional dates for 2017-18. | Jonathan Baker | 22-26 |
| 11. 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

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

Executive Members Present:-

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

Substitutions:-

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

Also Present: -

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

28. Declaration of Interest

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

29. Minutes

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

30. Traffic Regulation Orders Update

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

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

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

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

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

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

RESOLVED that;

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

32. Development Plan 2018-2022

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

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

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

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

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

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

RESOLVED that;

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

33. Commuter Parking

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

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

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

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

that can be applied in different locations.

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

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

RESOLVED that;

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

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

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

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

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

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

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

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

35. Traffic Regulation Orders Policy Amendment

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

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

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

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

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

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

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

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

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

36. Operational Protocols Amendment

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

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

RESOLVED that the Operational Protocols policy be amended as stated.

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

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

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

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

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

38. North Essex Parking Partnership Operational Update

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

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

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

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

39. Forward Plan 2016/17

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

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

RESOLVED that the Forward Plan be noted.



North Essex Parking Partnership

30 March 2017

Title: School Project – Presentation by SEPP
Author: Richard Walker, Nick Binder, Parking Partnership Managers
Presented by: Richard Walker, Nick Binder, Parking Partnership Managers

**To receive a presentation about, and lend NEPP support to,
a School Parking Project being run by SEPP**

1. Decision(s) Required

- 1.1. To receive and note a presentation from the South Essex Parking Partnership Manager, Nick Binder, on the School Parking Project they have set up and are running.
- 1.2. To lend North Essex Parking Partnership support to the project, including signing-up to make use of the ideas and materials contained therein.

2. Reasons for Decision

- 2.1. The Essex Parking Partnerships work closely together at a strategic level in a number of different ways, and this is a chance to hear about, and lend NEPP support to, the School Parking Project being run by SEPP
- 2.2. To effect the maintenance of reasonable access to premises for residents living near schools and the education of motorists and parents in the safe practices of parking near schools, and that appropriate enforcement action is focussed on dangerous, careless and negligent parking.

3. Background

- 3.1. The Partnerships between them have hundreds of school sites (300+ in the NEPP area alone) and with regular patrols and even the use of the ParkSafe car, it is impossible to provide a sufficiently frequent enough enforcement service to dissuade dangerous parking in restricted roads near schools on a regular basis.
- 3.2. Faced with similar issues, SEPP took the opportunity to set up a wide-ranging project to discuss alternative measures, and has come up with an effective educational package which can be used by schools, children and parents to help rationalise the parking arrangements in the area around schools.
- 3.3. Thanks are due to Nick Binder from the South Essex Parking Partnership for the presentation, and to him and his team for the work developing the project.

4. Recommendation

- 4.1. It is recommended that the project and content of the presentation is noted.
- 4.2. The Committee supports the initiative and agrees two or three test sites where this might be trialled (depending on the restrictions in the area), including allocation of appropriate resources.



North Essex Parking Partnership

NORTH ESSEX

March 30th 2017

Title: Traffic Regulation Order Proposals
Author: Richard Walker, Jake England
Presented by: Richard Walker, Trevor Degville

To consider proposed Traffic Regulation Order schemes across the Partnership, to reinstate scheme 50071 as approved and defer previously approved scheme 50117.5

1. Decision(s) Required

- 1.1. To approve, reject or defer from the listed proposed schemes in the Appendix.
- 1.2. To reinstate scheme 50071 Williamsburg Avenue instead of scheme 50117.5 Old School Lane Elmstead Market which would be altered to deferred.

2. Reasons for Decision(s)

- 2.1. To allow officers to start work on the list of prioritised schemes outlined in the Table for Report Section 1 that should be progressed and to allow unsuccessful applicants to be informed of the outcome of their application.
- 2.2. Scheme 50117.5 was approved at the October 2016 JPC. This concerned restrictions around Elmstead Market Primary School.

However, any restrictions installed at the school may have a negative effect so it is requested that scheme 50017.5 is deferred and scheme 50071 (Williamsburg Avenue) is reinstated.

Works have previously been undertaken at Williamsburg Avenue to install a Clearway at the site. However, this has not had the desired effect so additional restrictions such as a red route or loading ban are now requested

Appendix

Traffic Order Proposals

A list of schemes for consideration is generated from applications as they come in; the details pass via officers and a local district panel which makes recommendations to the Joint Committee.

It is important that sufficient investigation has taken place to gauge whether or not a proposal is likely to be supported, once advertised, since advertising costs can be considerable and promoting a proposal which has not gained sufficient support would be an inefficient use of the limited funding available.

The list of new schemes for consideration, and the recommendations from the Partner Authorities for consideration by the Joint Committee, are shown by authority area with details found below:

Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application	JPC Recommendation
Uttlesford – 3					
10061	Chapel Hill	Stansted	Resident permit area/s	To prevent commuter parking.	Accept
10063	Highfields	Saffron Walden	Resident permit area/s	To prevent commuter parking.	Reject
10064	Harvest Fields Estate	Takeley	Waiting restriction/s	Airport parking - obstructing access for refuse and emergency vehicles - lack of residential parking causing tension between residents.	Accept
Braintree – 7					
20131	Swan Street/ Alexandra Road	Sible Hedingham	Waiting restriction/s	Requested by Local Parish Council to improve line of sight at the junction.	Defer
20133	Kings Road	Halstead	Other restriction (see notes)	In anticipation of problems once new residential developments have been built.	Defer
20134	Church Road	Hatfield Peverel	Resident permit area/s	Various sites-junction protection	Reject
20136	Cutting Drive	Halstead	Resident permit area/s		Defer
20138	Elizabeth Avenue/ Edinburgh Close	Witham	Waiting restriction/s	To prevent inconsiderate parking which led to the closure of a local bus service.	Accept
20139	Pearl Drive	Braintree	Waiting restriction/s	To prevent obstructive parking.	Reject
20140	Baker Avenue	Hatfield Peverel	Waiting restriction/s	To improve safety.	Defer
Harlow – 16					
30032	Abercrombie Way	Harlow	Waiting restriction/s	Waiting	awaiting info from Client Officer
30034	Harlow Mill Station	Harlow	Pay and display bay/s	Viability of on street pay and display, there is a lack of parking spaces at the station	awaiting info from Client Officer

Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application	JPC Recommendation
30045	Ryecroft	Harlow	Waiting restriction/s	Waiting restrictions	awaiting info from Client Officer
30046	The Drive	Harlow	Loading restriction/s	Parking bays	awaiting info from Client Officer
30052	Spencers Croft	Harlow	Waiting restriction/s	Waiting restrictions	awaiting info from Client Officer
30053	Tunnemeade	Harlow	Waiting restriction/s	Waiting restrictions	awaiting info from Client Officer
30054	Kingsmoor Recreation Centre Access Road	Harlow	Waiting restriction/s	Waiting	awaiting info from Client Officer
30055	Kiln Lane – Roundabout	Harlow	Waiting restriction/s	Waiting	awaiting info from Client Officer
30056	Parndon Mill Lane	Harlow	Waiting restriction/s	Waiting	awaiting info from Client Officer
30059	Spring Hills	Harlow	Waiting restriction/s	Waiting	awaiting info from Client Officer
30061	Potter Street	Harlow	Waiting restriction/s	Waiting	awaiting info from Client Officer
30064	Cooks Spinney	Harlow	Resident permit area/s		awaiting info from Client Officer
30066	Water Lane	Harlow	Waiting restriction/s	Lay by restriction	awaiting info from Client Officer
30068	Playhouse Square	Harlow	Loading restriction/s	Roundabout island	awaiting info from Client Officer
30071	Third Avenue	Harlow	Other restriction (see notes)	Weight limit restriction for a section of Third Avenue.	awaiting info from Client Officer
30077	The Chase	Harlow			awaiting info from Client Officer
Colchester – 23					
40088	Serpentine Walk	Colchester	Resident permit area/s	Waiting restrictions/ residents parking	Defer
40104	High Street/station Road	Wivenhoe	Waiting restriction/s	Waiting restrictions	Defer
40109.5	NAR estate	Colchester	Waiting restriction/s	Waiting restrictions	Defer
40118	Boxted Road	Colchester	Waiting restriction/s	Football based parking	Accept
40124	Baden Powell Drive	Colchester	Waiting restriction/s	Junction protection.	Reject
40133	Threshers End	Colchester	Waiting restriction/s	To improve safety.	Reject
40134	Wheatfield Road	Colchester	Waiting restriction/s	To improve traffic flow for public transport and other road users.	Reject
40135	Spring Lane	Wivenhoe	Waiting restriction/s	To improve safety.	Reject
40136	Layer Road/ Gladwin Road	Colchester	Waiting restriction/s	To improve visibility when at the junction.	Reject
40137	Baden Powell Drive	Colchester	Waiting restriction/s	Junction protection.	Reject

Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application	JPC Recommendation
40138	Valley Road	Wivenhoe	Waiting restriction/s	To prevent commuter parking.	Reject
40139	Studd's Lane	Colchester	Waiting restriction/s	To allow ease of access for larger vehicles such as refuse trucks.	Accept
40140	Rectory Close	Colchester	Resident permit area/s	To provide parking for residents	Reject
40141	Halstead Road	Eight Ash Green	Waiting restriction/s	To prevent commuter parking.	Reject
40142	Robin Crescent	Colchester	Waiting restriction/s	Junction protection.	Reject
40143	Byron Avenue	Colchester	Waiting restriction/s	To prevent onstruction of driveways.	Reject
40144	Rose Avenue	Colchester	Other restriction (see notes)	To secure residential parking for residents.	Reject
40145	Julian Avenue	Colchester	Waiting restriction/s	Junction protection.	Reject
40146	Crown Street	Dedham	Waiting restriction/s	To improve traffic flow and visibility.	Accept
40148	West Mersea (various)	West Mersea	Multiple restrictions (see notes)	To improve traffic flow and prevent obstructive parking.	Defer
40149	Halsted Road/ King Coel Road	Colchester	Multiple restrictions (see notes)	To prevent non-resident parking and dangerous parking.	Reject
40150	Winsley Road	Colchester	Resident permit area/s	To extend the hours of operation and "stop the abuse by non-permit holders".	Reject
40151	Braiswick	Colchester	Waiting restriction/s	To prevent commuter parking near the entrance/ exit to the Colchester Gold Club car park.	Reject
Tendring – 19					
50117.5	Bromley Rd/ Old School Lane	Elmstead	Waiting restriction/s	Junction protection	Defer
50118.6	Mill Street	St Osyth	Other restriction (see notes)	Change to Current scheme.	Defer
50121	Claire Road	Kirby Cross	Waiting restriction/s	To increase ease of access into the industrial estate.	Reject
50122	Woodberry Way	Walton-On-The-Naze	Waiting restriction/s	To remove the current single yellow line.	Defer
50123	Hill Road	Harwich	Waiting restriction/s	To prevent obstructive/ dangerous parking.	Defer
50124	Marlowe Road	Jaywick	Waiting restriction/s	Junction protection.	Accept
50125	Connaught Gardens	Clacton-On-Sea	Waiting restriction/s	Junction protection.	Defer
50126	Skelmersdale Road	Clacton-On-Sea	Waiting restriction/s	Junction protection.	Reject
50127	Main Road	Hariwch	Waiting restriction/s	To prevent vehicles parking in front of driveways.	Defer

Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application	JPC Recommendation
50128	Preston Road, Salisbury Avenue	Holland-On-Sea	Multiple restrictions (see notes)	To remove a single yellow line and add limited waiting bay.	Defer
50129	Holland Road	Clacton-On-Sea	Waiting restriction/s	To make it safer for pedestrians to cross the road.	Defer
50130	Queensway	Lawford	Resident permit area/s	Commuter parking has led to poor access and road safety.	Defer
50131	Holland Road	Holland-On-Sea	Loading restriction/s	Vehicles parking on the single yellow line and causing congestion, but exempt due to loading.	Defer
50132	Garden Road	Frinton-On-Sea	Disabled badge holders only bay/s	To provide parking for residents with a disabled badge.	Accept
50133	Raven's Academy	Clacton-On-Sea	School zig-zags	To improve safety around the school.	Defer
50134	Melbourne Road, Whitehall Academy	Clacton-On-Sea	Loading restriction/s	To prevent disabled badge holders from parking on the double yellow lines and improve safety/ line of sight outside of school.	Defer
50135	Oxford Crescent	Clacton-On-Sea	Waiting restriction/s	To reduce waiting restriction.	Defer
50136	Hadleigh Road, St Clares R C Primary School	Clacton-On-Sea	Multiple restrictions (see notes)	To improve safety outside the school.	Accept
50137	Cann Hall Academy	Clacton-On-Sea	Bus stop/s	To prevent inappropriate parking and free entrance to school.	Defer
Epping Forest – 61					
60000	Algers Mead	Loughton	Resident permit area/s	Residents Parking	Defer
60005	Rodings Garden	Loughton	Waiting restriction/s	Waiting Restrictions	Defer
60007	Fairmeads	Loughton	Waiting restriction/s	Waiting Restrictions	Defer
60019	Willow Tree Close	Abridge	Waiting restriction/s	Waiting Restrictions	Defer
60022	Green Walk	Ongar	Waiting restriction/s	Waiting Restrictions	Defer
60023	Purlieu Way/ Theydon Park		Waiting restriction/s	Waiting Restrictions/ Residents Parking	Defer
60025	Pike Way	North Weald	Waiting restriction/s	Waiting Restrictions	Defer
60030	The Uplands	Loughton	Waiting restriction/s	Waiting Restrictions	Defer
60031	Hartland Road	Epping	Waiting restriction/s	Waiting Restrictions	Defer
60044	Coppice Row	Theydon Bois	Other restriction (see notes)	Commuter Parking	Defer
60047	Hemnal Street	Epping	Resident permit area/s	Resident permit parking/ Limited waiting	Defer
60049	Lower Swaines	Epping	Other restriction (see notes)	Restrictions to counter school based parking	Defer

Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application	JPC Recommendation
60054	Monkswood Avenue/ The Cobbins	Waltham Abbey	Waiting restriction/s	Verge Parking	Defer
60056	Stradbroke Grove/ The Meadway	Buckhurst Hill	Other restriction (see notes)	Change in restrictions to combat commuter parking	Accept
60058	Crownfield	Lower Nazeing	Resident permit area/s	Commuter restrictions/ Resident permit parking	Defer
60059	Ladywell Prospect	Sheering	Waiting restriction/s	Waiting Restriction	Defer
60060	Church Mead	Roydon	Waiting restriction/s	Waiting Restriction	Defer
60062	High Gables	Loughton	Resident permit area/s	Resident permit parking	Defer
60063	Forest Drive	Theydon Bois	Other restriction (see notes)	Pavement Parking	Defer
60064	High Road (School)	Chigwell	Other restriction (see notes)	School based/ Commuter Parking	Defer
60068	Glebe Road	Ongar	Waiting restriction/s	Waiting restriction	Defer
60073	The Drive	Loughton	Waiting restriction/s	Conversion of SYL to DYL near Morrisons	Defer
60073.5	Whitehills Road	Loughton	Waiting restriction/s	Waiting restrictions on bend near to school	Defer
60074	Bridge Hill	Epping	Waiting restriction/s	Extension of waiting restrictions	Defer
60080	Ladywell Prospect	Lower Sheering	Waiting restriction/s	Waiting restrictions to deter commercial vehicle parking	Defer
60082	Eastbrook Road	Waltham Abbey	Resident permit area/s	Resident parking	Defer
60085	Albion Hill	Loughton	Waiting restriction/s	Extension to waiting restrictions	Defer
60088	Cleland Path	Loughton	Waiting restriction/s	Waiting restrictions-junction/ pavement parking	Defer
60089	Blackmore Road	Buckhurst Hill	Waiting restriction/s	Waiting restrictions-junction parking	Defer
60090	High Street (St Martins Mews)	Ongar		Adjustment of parking bay	Defer
60091	Theydon Grove	Epping	Resident permit area/s	Extension to residents parking bays	Defer
60095	Hanbury Park estate		Waiting restriction/s	Waiting restrictions	Defer
60101	Lower Road	Loughton	Resident permit area/s	Res parking-waiting restrictions	Defer
60103	Station Road	North Weald	Waiting restriction/s	Waiting restrictions	Defer
60104	Sheering Lower Road		Resident permit area/s	Residents parking	Defer
60105	Algers Mead/ Algers Close	Loughton	Waiting restriction/s	Junction protection	Defer
60107	Church Hill	Epping	Waiting restriction/s	Change of restriction	Defer

Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application	JPC Recommendation
60111	Sheering Lower Road	Ash Grove	Waiting restriction/s	Extension of commuter restriction	Defer
60113	Traps Hill (doctors surgery)	Loughton	Waiting restriction/s	Junction/ entrance protection	Defer
60114	Gould Close	Moreton	Waiting restriction/s	Restriction lines	Defer
60115	Hillyfields, The Croft		Waiting restriction/s	Junction protection	Defer
60117	Pyrles Lane	Loughton	Waiting restriction/s	Waiting restrictions	Defer
60118	Broomstick Hall Lane	Waltham Abbey	School zig-zags	School restrictions	Defer
60122	Greenfields Close	Loughton	Waiting restriction/s	Waiting restrictions	Defer
60131	Cloverly Road	Ongar	Waiting restriction/s	Junction protection.	Defer
60136	Oakwood Hill	Loughton	Waiting restriction/s		Defer
60138	Stonards Hill	Epping	Waiting restriction/s	To prevent congestion at peak times.	Accept
60142	Four Acres/ Ash Groves	Lower Sheering	Waiting restriction/s	To limit commuter parking, improve freeflow of traffic and increase residential parking.	Defer
60143	Lavender Mews	Ongar	Waiting restriction/s	To improve access in to Lavender Mews.	Defer
60144	Abridge Road	Theydon Bois	Waiting restriction/s	To prevent dangerous commuter parking.	Accept
60145	Milton Street	Waltham Abbey	Resident permit area/s	To prevent all day parking from local shoppers and workers.	Accept
60146	Church Hill	Loughton	Limited waiting bay/s	To prevent all day parking from local residents which is affecting the trade of local businesses.	Defer
60147	St Johns Road/ Church Hill	Loughton	Waiting restriction/s	To improve safety by extending the current double yellow lines to cover a blind bend.	Defer
60148	Lincolns Field	Epping	Other restriction (see notes)	To prevent obstructive parking by limiting parking to one side of the road.	Accept
60149	Market Place	Abridge	Resident permit area/s	To secure parking for local residents.	Defer
60150	Centre Drive	Epping	Waiting restriction/s	To reduce the restrictive hours of the SYL, to enable residential parking and still deter commuter parking.	Defer
60151	Ivy Chimneys Road	Epping	Resident permit area/s	To prevent commuter parking and secure parking for residents.	Defer
60152	Hemnal Street	Epping	Waiting restriction/s	To improve line of sight when exiting junction on the Hemnal Street.	Defer
60153	Cascade Road	Buckhurst Hill	Waiting restriction/s		Defer

Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application	JPC Recommendation
60154	The Rodings Development	Loughton	Waiting restriction/s	To introduce junction protection.	Defer
60155	Cleall Avenue	Waltham Abbey	Other restriction (see notes)	Parking on both sides of the entrance to Cleall Avenue	Defer

Additional Notes relating to schemes shown in the Table

These schemes are included in the Table above.

Notes relating to schemes described in the Table are included here for completeness, but listed separately to save space and aid the legibility of the Table, since not every scheme includes notes.

District/Borough	Ref No	Name of Scheme	Brief Reason for Application	Notes
Braintree	20133	Kings Road	In anticipation of problems once new residential developments have been built.	Applicant wishes to replace double yellow lines with 'no parking or Keep Clear markings'.
Harlow	30053	Tunnemeade	Waiting restrictions	30060 duplicate on live list.
Colchester	40141	Halstead Road	To prevent commuter parking.	cleared the duplicated number
Colchester	40142	Robin Crescent	Junction protection.	cleared the duplicated number
Colchester	40144	Rose Avenue	To secure residential parking for residents.	No parking restriction specified in application.
Colchester	40148	West Mersea (various)	To improve traffic flow and prevent obstructive parking.	Applying for waiting restrictions and permit holder restriction.
Colchester	40149	Halsted Road/ King Coel Road	To prevent non-resident parking and dangerous parking.	Applying for resident permit holders only restriction and school restriction.. Duplicated number was 40142 (the second)
Colchester	40150	Winsley Road	To extend the hours of operation and "stop the abuse by non-permit holders".	duplicated number was 40141 (the second)
Tendring	50117.5	Bromley Rd/ Old School Lane	Junction protection	Scheme 50117.5 was approved at the October 2016 JPC. This concerned restrictions around Elmstead Market Primary School. However, any restrictions installed at the school may have a negative effect so it is requested that scheme 50017.5 is deferred and scheme 50071 (Williamsburg Avenue) is reinstated.
Tendring	50118.6	Mill Street	Change to Current scheme.	A resident only parking ascheme is agreed for this road
Tendring	50136	Hadleigh Road, St Clares R C Primary School	To improve safety outside the school.	To introduce zig-zags, reduce the bus stop size and repaint DYL.
Epping Forest	60000	Algers Mead	Residents Parking	Re-applied for as JPM 60105.
Epping Forest	60105	Algers Mead/ Algers Close	Junction protection	Previously RPZ request 60000.
Epping Forest	60148	Lincolns Field	To prevent obstructive parking by limiting parking to one side of the road.	Applicant applying for either a waiting restriction or resident permit parking only restriction.
Epping Forest	60152	Hemnall Street	To improve line of sight when exiting junction on the Hemnall Street.	Applicant requesting the single yellow line to be altered to a double yellow line.
Epping Forest	60155	Cleall Avenue	Parking on both sides of the entrance to Cleall Avenue	Restriction not specified.



North Essex Parking Partnership

NORTH ESSEX

March 30th 2017

Title: Traffic Regulation Orders Update
Author: Richard Walker, Trevor Degville
Presented by: Trevor Degville

To provide an update of the Technical Team activities and to note the advertisement of the Permit prices previously agreed.

1. Decision(s) Required

- 1.1. To note the work taking place on previously-approved schemes outlined in table in the Appendix.
- 1.2. To note the advertisement of the Permit prices previously agreed, set out in Paragraph 4, below.

2. Reasons for Decision(s)

- 2.1. To provide the Joint Committee with an update on the Traffic Regulation Order work carried out since the last report.

3. Traffic Order Update

- 3.1. Since the last Joint Parking Committee meeting in December the Technical Team has been working on planning and advertising traffic orders in addition to carrying out general lines and signs maintenance.
- 3.2. A large number of proposals covering all partnership areas have already been advertised in 2017. Details of these be area are found in the table in the Appendix.

4. Notices of Variation – Resident Permit Prices

- 4.1. For information, the Notices of Variation to amend resident permit prices as agreed at the Joint Committee meeting on 26th June 2014 are currently being advertised with an operational date in early April.

Appendix

Ref No	Name of Scheme	Town	Type of Restriction	Current Work Status
Uttlesford - 2				
10025	Hawthorne Close	Takeley	Waiting restriction/s	Advertised
10057	Brick Kiln Lane	Stebbing	Waiting restriction/s	Advertised
Braintree - 8				
20116	Wickham Crescent area (inc Gresley Dr & Holden Cl)	Braintree	Waiting restriction/s	Advertised
20120	Bridge Meadow	Feering	Resident permit area/s	Advertised
20121	Guithavon Valley	Witham	Waiting restriction/s	Operational
20123	Pretoria Road area (inc Colne Rd, Moreley Rd, Manfield, Head St, part of High St)	Halstead	Resident permit area/s	Advertised
20129	Station Road	Kelvedon	Resident permit area/s	Advertised
20130	High Street	Earls Colne	Limited waiting bay/s	Advertised
20132	Church Green	Coggeshall	Waiting restriction/s	Advertised
20135	Nottage Crescent	Braintree	Waiting restriction/s	Advertised
Harlow - 2				
30035	College Square	Harlow	Multiple restrictions (see notes)	Advertised
30050	Burnt Mill Lane	Harlow	Clearway/s	Advertised
Colchester - 5				
40066	Uplands Drive	Colchester		Advertised
40129	Leys Road	Wivenhoe	Waiting restriction/s	Advertised
40130	Rectory Road (inc. Taylors Road & Colne Rise)	Rowhedge	Waiting restriction/s	Advertised
40132	Rotary Way	Colchester	Waiting restriction/s	Advertised
40147	Cowdray Avenue	Colchester	Waiting restriction/s	Operational
Tendring - 4				
50029	Chapel Lane	Elmstead	Waiting restriction/s	Advertised
50032	Promenade Way	Brightlingsea	Waiting restriction/s	Advertised
50042	School Road	Great Oakley	School zig-zags	Advertised
50072	Watson Road/ Herbert Road/ Key Road	Clacton	Resident permit area/s	Advertised
Epping Forest - 10				
60027	Merlin Way	North Weald	Waiting restriction/s	Operational
60035	Epping New Road (Boleyn Court)	Buckhurst Hill	Waiting restriction/s	Advertised
60061	Smarts Lane area (inc. Forest Road/ High Beech Road)	Loughton	Resident permit area/s	Advertised

Ref No	Name of Scheme	Town	Type of Restriction	Current Work Status
60071	Albert Rd (Sycamore House)	Loughton	Limited waiting bay/s	Advertised
60072	Allnuts Road area (inc. Crossing Road, Brook Road, Wareren Field)	Epping	Other restriction (see notes)	Advertised
60119	The Green (inc Pakes Way)	Theydon Bois	Waiting restriction/s	Advertised
60128	Beech Lane & High Road	Buckhurst Hill	Waiting restriction/s	Advertised
60129	Bansons Way, A128 & Poplar Road	Ongar	Resident permit area/s	Advertised
60139	Kings Green	Loughton	Multiple restrictions (see notes)	Advertised
60141	Woburn Avenue area (inc. Hornbeam Rd/ Cl, The Green, Station Road and Loughton Lane)	Theydon Bois	Multiple restrictions (see notes)	Advertised



North Essex Parking Partnership

30th March 2017

Title: NEPP On-Street financial position at period 11 2016/17 and 2017/18 budget

Author: Richard Walker, NEPP Group Manager

Presented by: Lou Belgrove, Richard Walker

This report sets out the financial position at the end of month 11 2016/17 budget and sets out the proposed 2017/18 budget for the North Essex Parking Partnership (NEPP) ON-STREET budget

1. Decision(s) Required

- 1.1. For the Joint Committee to note the financial position set out in the report.
- 1.2. To approve the budget for 2017/18.

2. Reasons for Decision(s)

- 2.1. To ensure prudent financial management of the Partnership

3. Alternative Options

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

4. Supporting Information

- 4.1. The detailed budget figures are set out in the Appendix to this report and comment on these are in the following paragraphs.
- 4.2. Budgets have been set at a level which reflects the experience and trends over the past operating years, and these are felt to be broadly achievable, and include for year-end adjustments.

5. Income

- 5.1. The income collected from Penalty Charge Notices (PCN), Resident Parking and Pay & Display areas is on track. Once again, a relatively mild (and more importantly, snow-free) winter has led to uninterrupted patrol time.
- 5.2. Income from remains within budget, and permit prices are following those set out in the Development Plan.
- 5.3. Income from has remained constant – including income from new areas now on stream – and this is linked directly to usage and capacity.

6. Expenditure

- 6.1. Overall savings in the staffing budgets have been made due to Civil Enforcement Officer (CEO) vacancies.
- 6.2. Expenditure has been made in-year and against previous surpluses for the items approved by Committee between September and December 2015.

7. Recommendations

7.1. It is recommended that:

- a) the figures and forecast shown in the report and Appendix be noted, and
- b) the proposed budget for 2017/18 is approved.

Appendix To end of P11 (February) 2017, and 2016/17 Budget

On-street Account	A	B	C	D	E	F	G	Not e	2017/2018	Not e
Period 11 - February 2017	2015/2016	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017		Budget	
<i>Provisional Outturn</i>	Actual	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance			
Direct costs										
Expenditure										
Employee costs:										
Management	62	52	49	3	56	53	2		66	
CEOs & Supervision	976	938	1,166	(228)	1,007	1,272	(265)	A	1,200	D
Back Office	259	266	261	5	297	285	12		302	
TRO's	78	77	76	1	80	83	(3)		79	
Premises / TRO Maintenance costs	16	169	86	83	173	93	80	B	164	
Transport costs (running costs)	35	26	35	(9)	35	38	(4)		32	
Supplies & Services	150	241	314	(73)	287	342	(55)		322	
Third Party Payments	31	46	32	13	48	35	12	C	34	
	1,607	1,814	2,019	(205)	1,982	2,203	(221)		2,198	
Income										
Penalty Charges (PCNs)	(1,778)	(1,592)	(1,424)	(167)	(1,770)	(1,663)	(107)	E	(1,724)	
Parking Permits/Season Tickets	(495)	(478)	(458)	(20)	(486)	(500)	14		(515)	
Parking Charges (P&D etc)	(188)	(209)	(183)	(26)	(212)	(200)	(12)		(213)	
Other income	(1)	(159)	(150)	(9)	(120)	(150)	30		(50)	F
	(2,462)	(2,438)	(2,216)	(222)	(2,587)	(2,513)	(75)		(2,502)	
Total Direct Costs	(855)	(623)	(197)	(427)	(606)	(310)	(296)		(304)	
Total Non-direct Costs	444	412	412	0	412	412	0		454	
Sub total	(411)	(211)	215	(427)	(194)	102	(296)		150	
					out turn					
Contribution to Work Programme					(102)				(150)	G
Spend against surplus, agreed Dec 2015					102	H				
Parksafe hardware, set up and car					33					
Deficit / (Surplus)					(161)				(0)	
Notes - Expenditure	<p>A Staff savings in-year B TRO costs (to balance against ECC income below) C TPP used to front-fund TEC account D Reduced staffing budget to On Street</p>									
Income	<p>E Estimate set to last year's income F TRO Funding has ceased; the £50k is EFDC income G TRO Contribution from Surplus (not including Development Plan) H Funding contribution from surplus, agreed in December 2015</p>									



North Essex Parking Partnership

30 March 2017

Title: Forward Plan 2016/2017 and provisional 2017/2018
Author: Jonathan Baker
Presented by: Jonathan Baker

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

1. Decision(s) Required

- 1.1 To note the North Essex Parking Partnership Forward Plan for 2016/17.
- 1.2 To agree the provisional dates for North Essex Parking Partnership meetings in 2017-2018.

2. Reasons for Decision(s)

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

3. Supporting Information

- 3.1 The Forward Plan is reviewed regularly to incorporate requests from Joint Committee members on issues that they wish to be discussed.
- 3.2 Meeting dates for the North Essex Parking Partnership have been uploaded to both the Parking Partnership website and Colchester Borough Council's committee management system.

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

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

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

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
	Colchester	Tendring District Council	TRO Scheme updates Finance Update Period 11 and 2017/18 Budget Credit/Debit card facilities at pay and display machines Forward Plan 16/17	(PP) Trevor Degville/Shane Taylor (PP) Richard Walker (PP) Trevor Degville (PP) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	1 June 2017, S17, Rowan House, 10-12pm Colchester	22 June 2017 1.00pm Rowan House Colchester Borough Council	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP On and Off Street Financial Position 2016/17 Draft Annual Report Technical Team Update Operational Report Forward Plan 17/18	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP)/Richard Walker (PP) Richard Walker (PP) Trevor Degville (PP)/Shane Taylor (PP) Lou Belgrove (PP) Jonathan Baker (CBC)

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
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Provisional Dates for 2017/18 North Essex Parking Partnership Client Officer Meetings & Joint Committee meetings.

2017-18 Meeting dates		
Client Officer Meetings (10am)	Joint Committee Meetings (1pm)	JPC Meeting Location
1 June 2017	22 June 2017	Colchester Borough Council
28 September	19 October 2017	Harlow District Council
23 November	14 December	Uttlesford District Council
1 March 18	22 March 18	Epping Forest District Council
31 May 18	21 June 18	Colchester Borough Council



North Essex Parking Partnership

Joint Working Committee Off-Street Parking

Council Offices, Tendring District Council,
Thorpe Road, Weeley, Essex, CO16 9AJ

30 March 2017 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 30 March 2017 at 1.30 pm

Council Offices, Tendring District Council, Thorpe Road, Weeley, Essex, CO16

9AJ

Agenda

Attendees

Executive Members:-

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

Officers:-

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

- | | Introduced by | Page |
|---|------------------------|-------------|
| 1. Welcome & Introductions | | |
| 2. Apologies and Substitutions | | |
| 3. Declarations of Interest
The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. | | |
| 4. Have Your Say
The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter. | | |
| 5. Minutes
To approve as a correct record the draft minutes of the meeting held 15 December 2016. | | 1-2 |
| 7. NEPP Off-Street financial position at period 11 2016/17 and 2017/18 Budget
This report sets out the financial position at the end of month 11 2016/17 budget and sets out the proposed 2017/18 budget for the North Essex Parking Partnership (NEPP) OFF-STREET budget | Lou Belgrove | 3-5 |
| 8. Credit/Debit card facilities at pay and display machines
To note the report which provides information on Credit/Debit card facilities at pay and display machines. | Trevor Degville | 6-9 |
| 9. Exclusion of the Public
In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements)(Access to Information)(England) | | |

Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

Part B

- 10. Credit/Debit card facilities at pay and display machines –
CONFIDENTIAL**

**Trevor
Degville**

Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial / business affairs of a particular person, including the authority holding information).

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

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

Executive Members Present:-

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

Apologies :-

Councillor Danny Purton (Harlow District Council)

Also Present: -

Michael Adamson (Parking Partnership)
Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Gordon Glenday (Uttlesford District Council)
Laura Hardisty (Parking Partnership)
Lisa Hinman (Parking Partnership)
Samir Pandya (Braintree District Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

12. Declaration of Interest

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

13. Minutes

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

14. NEPP Off-Street financial position at period 7 2016/17

Richard Walker, Parking Partnership, introduced the Off-Street financial position at period 7 2016/17. The report requests that the Off-Street financial position is noted by the Committee.

Richard Walker provided the Committee with an update on the budget to include Period 8, and provisional 2017/18 budget figures for information. Richard Walker informed the Committee that the budget currently has a surplus, which is not expected to change before the end of the financial year. Richard Walker highlighted that the employee costs expenditure have been altered for 2017/18 to account for Epping Forest District Council leaving the Off-Street service.

RESOLVED that the NEPP Off-Street financial position at period 7 2016/17 be noted.

15. Off-Street Operational Update

Lou Belgrove, Parking Partnership, introduced the Off-Street Operational Update. The report requests that the Joint Committee note the report.

Lou Belgrove highlighted that the Off-Street service is now working with both Coggeshall and Hatfield Peverel Parish Councils to provide enforcement in their car parks. Lou Belgrove stated that the arrangements would be similar to the service provided by the NEPP in both Dedham and West Mersea car parks in the Colchester Borough Council area.

Lou Belgrove informed the Committee that the Off-Street service is currently being audited, the results of which will be provided at the next Committee meeting.

Following a query from Councillor Barker regarding Wave and Pay, Lou Belgrove stated that she would expect that wave and pay would have a higher proportion of uptake in its Off-Street car parks than MiPermit. If Uttlesford District Council wished to implement wave and pay, this could be implemented using the Uttlesford District Council surplus.

Braintree District Council representatives also highlighted that they were eager to implement wave and pay systems in their car parks, which could come from the Braintree District Council surplus. Committee members asked for further information on the progress of wave and pay and cost of installation, to which officers agreed to bring a report to the March meeting.

Councillor Mitchell requested that the graphs within the report should be pro-rata with the number of car parking spaces in the partnership.

Lou Belgrove informed that Committee that Harlow District Council are currently in talks about getting the MiPermit system into their car parks, following confirmation that there are no charges associated with its introduction.

Mathew Young, Colchester Borough Council, highlighted that over the next few months work will begin on arranging a new Off-Street agreement. Matthew Young highlighted that this would no longer be an annex to the current Parking Partnership, but instead be a standalone agreement to govern the Off-Street arrangement.

RESOLVED that the Off-Street Operational Update be noted.



North Essex Parking Partnership

30th March 2017

Title: NEPP Off-Street financial position at period 11 2016/17 and 2017/18 Budget

Author: Richard Walker, NEPP Group Manager

Presented by: Lou Belgrove, Richard Walker

This report sets out the financial position at the end of month 11 2016/17 budget and sets out the proposed 2017/18 budget for the North Essex Parking Partnership (NEPP) OFF-STREET budget

1. Decision(s) Required

- 1.1. For the Joint Committee to note the financial position set out in the report.
- 1.2. To approve the budget and contributions for 2017/18.

2. Reasons for Decision(s)

- 2.1. To ensure prudent financial management of the Partnership

3. Alternative Options

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

4. Supporting Information

- 4.1. The detailed budget figures are set out in the Appendix to this report and unchanged contributions proposed for 2017/18 are shown in the table below.

5. Recommendations

- 5.1. It is recommended that:
 - a) the figures and forecast shown in the report and Appendix be noted, and
 - b) the budget and contributions for 2017/18 are approved.

Area	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Braintree	£ 139,000	142,000	146,000	147,000	147,000	147,000
Colchester	£ 614,000	626,000	644,000	663,000	663,000	663,000
Epping Forest	£ 258,600	262,000	270,000	272,000	272,000	n/a
Harlow	£ 65,000	66,000	68,000	68,000	68,000	68,000
Uttlesford	£ 145,000	148,000	152,000	154,000	154,000	154,000

Appendix To end of P11 (February) 2017, and 2016/17 Budget

Off-street Account		A	B	C	D	E	F	G	N		N
Period 11 - February 2017		2015/2016	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	o	2017/2018	o
<i>Provisional Outturn</i>		Actual	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance	e	Budget	e
Direct costs											
Expenditure											
Employee costs:											
Management	16	14	13	1	15	14	1	3			
CEOs & Supervision	275	265	329	(64)	284	359	(75)	267	H		J
Back Office	111	114	112	2	127	122	5	129			
Off-street Account	206	192	173	19	198	188	10	185			K
Premises costs	6	11	3	8	13	3	10	9			
Transport costs (running costs)	14	10	17	(7)	14	19	(5)	16			L
Supplies & Services	392	336	265	71	346	290	56	250			
Third Party Payments	13	20	14	6	20	15	5	14			M
	1,033	962	926	36	1,017	1,010	7	874			
Income											
Braintree District Council	(147)	(147)	(147)	0	(147)	(147)	0	(147)			
Epping Forest District Council	(272)	(272)	(272)	0	(272)	(272)	0	0			N
Harlow District Council	(68)	(68)	(68)	0	(68)	(68)	0	(68)			
Uttlesford District Council	(154)	(154)	(154)	0	(154)	(154)	0	(154)			
Other income	(41)	(20)	0	(20)	(3)	0	(3)	0			
Colchester Borough Council	(676)	(673)	(663)	(9)	(665)	(663)	(2)	(663)			
	(1,358)	(1,334)	(1,304)	(29)	(1,309)	(1,304)	(5)	(1,032)			
Total Direct Costs	(325)	(372)	(378)	7	(292)	(294)	2	(159)			
Non-direct costs											
Other non-direct costs	191	159	159	0	159	159	0	159			
Total Non-direct Costs	191	159	159	0	159	159	0	159			
Deficit / (Surplus)	(134)	(213)	(219)	7	(133)	(135)	2	0			
Notes - Expenditure											
H Staff savings in-year											
J Recast in light of EFDC leaving Off Street Partnership											
K Change in % split in light of EFDC leaving Off Street Partnership											
L £4464 in Security for GYCP set against salary saving											
M Recast in light of EFDC leaving Off Street Partnership											
Income											
N Recast in light of EFDC leaving Off Street Partnership											



North Essex Parking Partnership

NORTH ESSEX

March 30th 2017

Title: Credit/Debit card facilities at pay and display machines

Author: Trevor Degville

1. Decision(s) Required

To note the report.

2.0 Introduction

- 2.1 At previous meetings of the NEPP off-street partnership committee questions have been asked about contactless card payments at pay and display machines. This report is intended to provide more information about installing card payment facilities on pay and display machines to allow members to consider if funds should be spent upgrading each authorities current pay and display machine stocks.
- 2.2 This report does not include information on machines in the Epping Forest District. Epping Forest District Council currently have one machine in each car park that is capable of taking credit/debit card payments. In view of this, and Epping Forest District Council's imminent departure from the off-street partnership, no Epping Forest District Council data is not included in this report.
- 2.3 Across the NEPP area there are currently 29 machines that allow customers to pay using card payments. This is by chip only (no pin) payment or contactless (Wavepay) payment. Payment is also available via Applepay at these machines. All machines still allow coin payments.
- 2.4 The main advantage for the customer of using a card enabled machine is the convenience of not having to carry a large number or combination of coins. For councils, card payments cut out the need to deal with coins and the costs associated with the cash collection process.
- 2.5 Contactless and other card payment types can offer a quick and easy payment option to the customer. Some customers find paying by card easier than other cashless options such as Pay by Phone, although overall MiPermit is the option that NEPP recommends customers use due to the added benefits it brings to the customer.
- 2.6 There is no evidence from available car parks figures to suggest that having card enabled pay and display machines will increase the number of customer vends.
- 2.7 The leading manufacturers do not provide a pay and display machine that will provide change. Despite this, Councils can sometimes be criticised for accepting overpayments in their pay and display machines. An additional feature of the newer machines is that

they can provide a warning to customers when an overpayment is about to be made. This feature may encourage some customers to use an alternative payment type such as card payments or MiPermit.

3.0 Installing Card Payments

- 3.1 There are two ways of installing card payments at the machines, either upgrade the current stock of machines or purchase new machines.
- 3.2 If machines are upgraded, this can only be arranged by the current supplier. This appears to be the most economical method of introducing card payment facilities. The manufacturer will install new parts into the machines which has the effect of upgrading the machine to the same standard as the latest model. Alternatively, new pay and display machines could be purchased from any manufacturer. This option could bring extra disposal charges.
- 3.3 All major manufacturers will offer pay and display machines with a card payment solution. There is a Braintree District Council framework that can be used for tendering for new machines.
- 3.4 In order that card payments can be taken, each council will need to sign a Payment Service Provider (PSP) agreement. In effect, this is an agreement with a company that gains authorisation from the banks for the payment and passes the payment to the council (minus commission). The companies that can act as the PSP are provided by the machine manufacturers. If a council wants card payments it has to use the company that is provided by the machine manufacturer.
- 3.5 There other additional costs if either upgrade or new machine options is chosen. These include installation charges, Sim card, set up fees, and a one off facilitation service charge set up fee.

4.0 MiPermit

- 4.1 All car parks in the off-street partnership can offer the alternative MiPermit cashless parking solution. This system has the added advantage that customers can extend their stay by paying for additional parking if they require longer than they initially purchased, without having to return to the car park. This is something that cannot be offered if paying by card at the machine.
- 4.2 Additional advertising of the MiPermit system could help increase usage of the service, particularly where tariffs in car parks are designed for longer stay customers.

5.0 Possible Problems

- 5.1 In most circumstances the machines will transfer the credit card data by a Sim card. If there is no/limited reception in the area the data will not transfer and so card payments will not be possible. It is recommended that if a partner authority has any concerns about mobile reception in any of their car parks a test is carried out before any orders for equipment are raised.
- 5.2 These are much more complicated pieces of equipment than the older style pay and display machines. The instructions on the machines need to be clear to avoid confusion and frustration for the customer. Most times there will not be a member of NEPP staff nearby to help customers. Experience has shown that customers using the machines do

not always follow the instructions on the machine or understand the terminology that is used on the machines.

5.3 If a machine does develop a fault, there is less chance that it can be fixed on site by one of the NEPP team. First line maintenance such as ticket jams and coin blockages can generally still be cleared by NEPP staff on site visits. However, these are web based machines where a fault can sometimes only be found by downloading the data and it being sent to the manufacturer's main offices to be analysed. When the fault is found, new programming is then sent to the machine via the web office. If a new part is required the length of time the machine will be unavailable will depend on the manufacturer's lead time, which can be several weeks. This causes obvious issues if there are few or only one machine in the car park.

6.0 Machines by Authority Area

6.1 Number of off-street pay and display machines per authority area (Excluding Epping Forest and Harlow Districts)

Authority	Total number of Machines	Card payment enabled machines
Braintree District Council	27	0
Colchester Borough Council	70	29 across 4 car parks
Uttlesford District Council	32	0

6.2 There are also 24 on-street machines in the Epping Forest district. None of these are card payment enabled.

6.3 Monthly card payment at machine as a percentage of total sales since August 2016

Month	St Mary's		St John's		Leisure World		Priory Street	
	Total	% of sales	Total	% of sales	Total	% of sales	Total	% of sales
Aug-16	9407	26.6	6368	21.2	1464	25.8		
Sep-16	8608	23.6	7356	23.8	972	25.8		
Oct-16	11090	27.2	8470	26.4	971	28.0		
Nov-16	9202	22.5	8992	28.5	635	26.2		
Dec-16	8785	22.6	9597	28.5	802	26.0		
Jan-17	5861	21.3	8334	30.2	630	28.1	1282	17.1

6.4 Monthly MiPermit payment a percentage of total sales since August 2016

Month	St Mary's		St John's		Leisure World		Priory Street	
	Total	% of sales	Total	% of sales	Total	% of sales	Total	% of sales
Aug-16	4887	13.8	5570	18.5	184	3.2		
Sep-16	5305	14.5	5925	19.2	146	3.8		
Oct-16	5587	13.7	5850	18.2	145	4.1		
Nov-16	5904	16.2	6123	19.4	100	4.1		
Dec-16	7400	19.0	5792	17.2	130	4.2		
Jan-17	5422	19.7	5725	20.7	136	6.0	679	9.3

6.5 Total non-coin payment as a percentage of total sales since August 2016

Month	St Mary's		St John's		Leisure World		Priory Street	
	Total	% of sales	Total	% of sales	Total	% of sales	Total	% of sales
Aug-16	14294	40.4	11938	39.7	1648	29.0		
Sep-16	13913	38.1	13281	41.5	1118	29.6		
Oct-16	16677	40.9	14320	44.7	1116	32.1		
Nov-16	15106	38.7	15115	47.9	735	30.3		
Dec-16	16185	41.6	15389	45.7	932	30.2		
Jan-17	11283	41.0	14059	50.9	766	34.1	961	12.8