

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

**4 October 2018 at 1.00pm  
Grand Jury Room, Town Hall, Colchester Borough Council**

Members Present:

Councillor Richard Van Dulken (Braintree District Council)  
Councillor Sam Kane (Epping Forest District Council)  
Councillor Mike Lilley (Colchester Borough Council)  
Councillor Robert Mitchell (Essex County Council)  
Councillor Danny Purton (Harlow District Council)

Substitutions:

Councillor Susan Barker for Councillor Howard Ryles (Uttlesford District Council)

Apologies:

Councillor Fred Nicholls (Tendring District Council)

Also Present:

Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Lou Belgrove (Parking Partnership)  
Richard Block (Colchester Borough Council)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Zoe Gentry (Colchester Borough Council)  
Laura Hardisty (Colchester Borough Council)  
Lisa Hinman (Parking Partnership)  
Simon Jackson (Uttlesford District Council)  
Samir Pandya (Braintree District Council)  
Cathy Reeves (Braintree District Council)  
Miroslav Sihelsky (Harlow Council)  
Ian Taylor (Tendring District Council)  
Richard Walker (Parking Partnership)

### **13. Declaration of Interest**

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

Councillor Mitchell, Essex County Council, declared a non-pecuniary interest, in respect of being a member of Braintree District Council.

## **14. Minutes**

*RESOLVED* that the minutes of the meeting held on 21 June 2018 were confirmed as a correct record.

## **15. Technical Report & Traffic Order Scheme Prioritisation**

Trevor Degville, Parking Partnership, introduced the Technical Report and Traffic Order Scheme Prioritisation. The report requests that the Committee consider and approve, defer or reject traffic regulation applications as listed in the report. The report also requests that the Committee note the Traffic Orders Advertised during the 2018/19 financial year.

The Committee were made aware that as well as the schemes listed in the original agenda report, there were additions and amendments included in the supplementary agenda for schemes in Braintree District Council, Tendring District Council and Uttlesford District Council. Members of the Committee were also reminded that they are allowed to prioritise six Traffic Regulation Orders each year, however those schemes that would be self-funding, such as residents parking schemes would not count towards those six. Uttlesford District Council had already had a scheme progressed at the last NEPP meeting and were therefore limited to five schemes.

Partner Authorities then proposed their schemes for approval, rejection and deferral as contained in the report. The member from Colchester Borough Council, highlighted that Traffic Regulation Order scheme 40157, should be down for approval, rather than the stated defer in the agenda. The member from Uttlesford District Council announced the schemes that were to be approved, rejected and deferred and also highlighted that scheme 10072 for Catons Lane should be on the Traffic Regulation Order list as deferred, as this scheme requires further information from the application to proceed.

In response to a query about the different numbering in the Traffic Regulation Order lists, Richard Walker confirmed that this was due to the introduction of the new database. A member of the Committee also suggested that those schemes that are self-funding are detailed differently to the standard schemes, so that it is easier to view them in the report.

The new approach to yearly TRO approvals was welcomed as it gives Partner Authorities more time to give a clearer list of Traffic Regulation Orders. The system also provides more clarity to members of the public.

The Committee discussed the possibility of Off-Street parking in Epping for commuters due to the likely use of underground stations in the area as it is cheaper than out of London over ground networks. Creating further parking, may assist in reducing the number of TRO's required in the area. In response the member for Epping Forest District Council confirmed that there had been a review of parking charges in the Borough and the increase in revenues would in part go towards funding where off-street parking could be expanded.

It was also noted that there may need to be a view taken as to when Partner

Authorities no longer have TRO's to install. Members were informed that a paper was being submitted to the next meeting to discuss how the NEPP may wish to utilise some of the budget reserves.

A further discussion was had regarding a residents parking scheme in the Uttlesford District Council are which had altered a previously free set of parking spaces and had led to a number of tickets being issued. Members of the Committee explored the options available, including changing the scheme and improving the signage, and also discussed when further assistance may be required. Richard Walker confirmed that the NEPP would be able to provide some temporary additional signage at the location.

**RESOLVED** that –

- a) Colchester Borough Council TRO Scheme 40157 Layer Road be approved.
- b) Uttlesford District Council TRO scheme in Catons Lane, Saffron Walden be added back onto the list of applications to be considered as deferred.
- c) Partner Authorities Traffic Regulation Order recommendations be approved as included in the agenda and supplementary agenda.
- d) The Traffic Regulation Orders advertised during 2018/19 financial year be noted.

District/ Borough	Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application/Other information	JPC Recommendation (Defer/Reject/ Accept)
Uttlesford	<b>10066</b>	High Street	Great Chesterford	Waiting restriction/s	To improve traffic safety by preventing congestion. TTRO currently in place	In Place
Uttlesford	<b>10073</b>	Everitt Road	Saffron Walden	Waiting restriction/s	Junction protection	Rejected
Uttlesford	<b>10074</b>	Rodings Primary school	Leaden Roding	School zig-zags, double yellow lines	To deter pavement parking at school drop off/collection	Approved
Uttlesford	<b>10075</b>	Priors Wood Court	Takeley	Loading ban	To prevent obstruction to turning circle and access issues to emergency services	Approved
Uttlesford	<b>10076</b>	Sampford Road	Thaxted	Waiting restriction/s	To deter parking on a road subject to 60mph limit	Rejected (refer to LHP)
Uttlesford	<b>10077</b>	Beehive Court-Cricket Road	Hatfield Heath	Resident permit area/s	To deter non-residential parking & parking on a bend	Approve (with amendments)
Uttlesford	<b>10078</b>	Granary Row	Saffron Walden	Waiting restriction/s	Extension to current restriction-TTRO to be made permanent	Deferred

Uttlesford	<b>T2660 1809</b>	Barnard Close	Great Dunmow	Waiting restriction/s	To deter parking opposite a driveway	Rejected
Uttlesford	<b>T2552 7548</b>	Wintershutt Road/Roding Drive	Little Canfield	Waiting Restrictions	The installation of double yellow lines will prevent vehicles parking close to the corners which will considerably improve the line of site and subsequent safety of vehicles exiting out of Wintershutt Road	Approved
Uttlesford	<b>T2863 8935</b>	Elm Close	Takeley	Waiting restrictions	Constant airport parking in Elm Close and Elm Close Extension which is causing problems for the residents	Approved

## 16. Obstructive Parking Update Report

Councillor Mitchell, introduced the Obstructive Parking Update report. The report requests that the Committee note the progress in acquiring shared powers for tackling obstructive parking.

Councillor Mitchell informed the Committee that a discussion about obstructive parking had recently taken place at Essex County Council. Councillor Mitchell informed the Committee about the history of obstructive parking and the current difference in powers in London and outside of London. Councillor Mitchell informed the Committee that in requesting the powers they would need to be implemented in a slightly different way to the blanket ban in London. It was explained that due to the variety of roads in Essex there would need to be a protocol for a flexible approach, as there would be circumstances where parking on the pavement or verges is necessary and provides the benefit of slowing down speeding cars.

Councillor Mitchell highlighted that a protocol allowing for 1.2m of space on the footway would be sufficient to ensure that non-motorised access on the pavement is possible. Councillor Mitchell stated that this would be a longer-term project than providing accreditation to Civil Enforcement Officers and would take time to implement. He highlighted the benefits of such a system due to the fact that CEO's are likely to be the first on the scene. In addition, Councillor Mitchell highlighted that Fixed Penalty Notices, which would be issued under the accreditation scheme would go to the government, whereas Penalty Charge Notices, which would be issued if powers were devolved from the Department for Transport would be kept by the NEPP.

Councillor Mitchell also mentioned the importance of technology in this as pictures can be used as evidence.

Richard Walker informed the Committee that the Department for Transport are interested in progressing this idea further, and that the NEPP and parking department in York, amongst others, are part of a Department for Transport interest group on this issue.

The Committee discussed the implications of these powers being decriminalised and the need to ensure that it would not be a blanket policy across the County. Councillor Mitchell confirmed the need to address those areas that would be excluded from the ban and highlighted that there are some areas which benefit from footway parking as it slows cars down. In terms of those areas where it was envisaged that this would work, Councillor Mitchell stated that it would need to be trialled in an area with existing mature parking enforcement.

Councillor Mitchell also highlighted the need for the NEPP to continue to lobby on issues like exemption from TRO for junction protection markings, as this is already provided for within the Highways Act, preventing the obstruction of visibility at corners. This would then save the NEPP funding as it would not be required to advertise the junction protection markings individually. Councillor Mitchell stressed that he would still expect the NEPP to consult locally.

*RESOLVED* that the progress in acquiring shared powers for tackling Obstructive Parking be noted.

## **17. On-Street Financial Report**

Christine Belgrove, Parking Partnership's Business Manager, introduced the On-Street Financial report. The report requests that the Joint Committee note the financial position to the end of period 5 2018/19.

Christine Belgrove informed the Committee that the current position is looking positive, with the prediction of a small surplus, which includes the in-year spend of £108,000 for the mapping project. Christine Belgrove explained that the financial information to date, represents the periods just prior to half of the year.

Richard Walker also provided an update on the mapping that has been procured. The new system will survey every road within the partnership and include mapped Traffic Regulation Orders. This will bring all areas of the partnership up to date and will assist when looking at new restrictions. At the same time the mapping work is being done, the company is also surveying the existing work to assess whether remarking is required.

Richard Walker also confirmed that the mapping would be available to the public, and also be able in future to link to connected cars and autonomous vehicles as it would include digital versions of Traffic Regulation Orders.

The Committee were informed that a report would be brought to the next meeting exploring the options available to the NEPP for utilising the reserves.

In response to a question about why the NEPP budgeted for a deficit, Richard Walker stated that the budget was set prior to the knowing the true cost of the Traffic Regulation Order installation service. A further question about residents parking budget being over recovered was raised, in response Christine Belgrove confirmed that this was due to the installation of two significant schemes being installed in Epping Forest District Council area.

In addition to this the Committee were informed that with regard to Civil Enforcement Officer recruitment this is now a constant process, which had led to a reduced number of vacancies across the partnership.

*RESOLVED* that the financial position to the end of period 5 of 2018-19 be noted.

## **18. Annual Report 2017/18**

Richard Walker, Parking Partnership, introduced the Annual Report 2017/18 report. The covering report requests that the NEPP Annual Report 2017/18 be noted.

Richard Walker presented the new Annual Report design and content to the Committee members. Richard Walker highlighted that previously the Annual report had always been a retrospective view of the Parking Partnership. Richard Walker stated that there would be a new approach to presenting the information in a more up to date and informative manner. E-mail briefings would be used to circulate different up to date information each quarter which would have been included within operational reports and end of year annual reports. Richard Walker highlighted that this would be used to distribute positive consistent messaging for the Parking Partnership.

Committee members welcomed the new approach and design of the Annual Report. A question was raised regarding who the audience for the Annual Report would be. Richard Walker stated that the information included in the Annual report could be for members of the public, journalists as well as for use on social media. Richard Walker also confirmed that this links with best practice and that the NEPP must produce an Annual Report each year.

*RESOLVED* that;

- a) The Annual Report 2017-18 be noted.
- b) The move to produce improved and more timely information for future publications be noted.

## **19. NEPP Terms of Reference Governance Update**

Richard Walker, Parking Partnership, introduced the NEPP Terms of Reference Governance update. The report requests that the Committee agree the update to the Terms of Reference for the Joint Committee for the North Essex Parking Partnership.

Richard Walker explained that the Terms of Reference update was brought to the Committee following a request from Councillor Purton. The update ensures that it reflects the extended agreement and the removal of the Off-Street Committee.

Jonathan Baker, Colchester Borough Council, highlighted that conversations had been held with the Essex County Council to confirm that these updates were not significant changes to the Terms of Reference and would therefore not need to go through the Essex County Council decision making process

*RESOLVED* that the update to the NEPP Joint Committee Terms of Reference be

approved.

## **20. Forward Plan 2018-19**

Jonathan Baker, Democratic Services Officer, introduced the North Essex Parking Partnership Joint Committee Forward Plan for 2018-19. The report requests that the Committee note the forward plan for 2018-19.

Jonathan Baker highlighted that the next meeting of the NEPP was going to be held at Tendring District Council on 13 December 2018. At this meeting the Traffic Regulation Order policy will be reviewed, and a report will be submitted regarding the allocation of the NEPP financial surplus. The ParkSafe car report would not be scheduled for the next meeting. Jonathan Baker also informed Members that in advance of this meeting draft 2019-20 meeting dates would be circulated.

Jonathan Baker also highlighted that the Off-Street service updates would be removed from the forward plan, as they would be provided to the relevant partner as part of the Service Level Agreements. In addition to this, due to the intention to publish the Annual report information quarterly, Operational Reports would be removed from the forward plan. An alternative performance monitoring would be scheduled in its place.

*RESOLVED* that the North Essex Parking Partnership Forward Plan 2018-19 be noted.