



North Essex Parking Partnership

Joint Committee On-Street Parking

Committee Room,
Clacton Town Hall
Station Road, Clacton
CO15 1SE

9 November 2023 at 1.00pm

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

Information for Members of the Public

Access to information and meetings

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

Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. For online/hybrid meetings of the Joint Committee, a written contribution of no longer than 500 words may be submitted to democratic.services@colchester.gov.uk, before noon on the working day before the meeting date.
- Members of the public may also address the Joint Committee directly, for up to three minutes, if they so wish. If you would like to know more about the Have Your Say! arrangements for the Parking Partnership's Joint Committee, or request to speak, please email: democratic.services@colchester.gov.uk

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

North Essex Parking Partnership

Terms of Reference of the Joint Committee

The role of the Joint Committee is to ensure the effective delivery of Parking Services for Colchester Borough Council, Braintree, Epping Forest, Harlow, Tendring and Uttlesford District Councils, in accordance with the Agreement signed by the authorities in 2022.

Members are reminded to abide by the terms of the legal agreement: “The North Essex Parking Partnership Joint Committee Agreement 2022 ‘A combined parking service for North Essex’ ” and in particular sections 32 and 33.

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

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

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

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

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

The Joint Committee has the following specific responsibilities:

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

Strategic Planning

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

Committee Operating Arrangements

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

Service Delivery

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

Monitoring

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

Decision-making

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

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

Accountability & Governance

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

**North Essex Parking Partnership
Joint Committee Meeting – On-Street**

Thursday 9 November 2023. Meeting to be held at
Clacton Town Hall, Station Road, Clacton CO15 1SE

Agenda

Attendees

Executive Members:-

Cllr Mick Barry (Tendring)
Cllr Graham Butland (Braintree)
Cllr Martin Goss (Colchester)
Cllr Neil Hargreaves (Uttlesford)
Cllr Sam Kane (Epping Forest)
Cllr Dan Land (Essex) [**Chairman**]
Cllr Nicky Purse (Harlow)

Officers:-

Jason Butcher (Parking Partnership)
Jake England (Parking Partnership)
Jo Heynes (Essex County Council)
Amelia Hoke (Epping Forest)
Owen Howell (Colchester City Council)
Mike Kelly (Harlow)
Angela Knight (Uttlesford)
Andrew Nepean (Tendring)
Samir Pandya (Braintree)
Mel Rundle (Colchester)
Richard Walker (Parking Partnership)
Danielle Wood (Parking Partnership)

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** **7-14**
To approve as a correct record the draft minutes of the Joint Committee meeting held on 22 June 2023.
- 6. Urgent Items**
The Joint Committee will consider any urgent items of business raised.

Continues overleaf

North Essex Parking Partnership

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| 7. Traffic Regulation Order Update and Application Decision Report
A report seeking to approve, defer or reject traffic regulation order proposals from the list of applications that have been received, and to note the work of the Technical Team during 2023. | Jason Butcher | 15-28 |
| 8. Financial Report
This report updates Members on the North Essex Parking Partnership's finances. | Richard Walker | 29-32 |
| 9. Civil Enforcement Discretion and Cancellation Policy
This report seeks Members to agree the recommended new Civil Enforcement Discretion and Cancellation Policy as part of the rolling NEPP policy review process. | Jason Butcher | 33-60 |
| 10. Obstructive Parking
Verbal update on the situation regarding potential future changes relating to obstructive/pavement parking. | Richard Walker | N/A |
| 11. Forward Plan 2023-24
To note the North Essex Parking Partnership Forward Plan for 2023-24. | Owen Howell | 61-66 |

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

**22 June 2023 at 1.00pm
Grand Jury Room, Town Hall, High Street
Colchester CO1 1PJ.**

Members Present:

Councillor Mick Barry (Tendring District Council)
Councillor Tom Cunningham (Braintree District Council)
Councillor Goss (Colchester Borough Council)
Councillor Neil Hargreaves (Uttlesford District Council)
Councillor Kane (Epping Forest District Council)
Councillor Dan Land (Essex County Council)
Councillor Nicky Purse (Harlow District Council)

Substitutions:

There were no substitutions at the meeting.

Apologies:

No apologies recorded at the meeting.

Also Present:

Richard Block (Colchester City Council)
Jason Butcher (Parking Partnership)
Rory Doyle (Colchester City Council)
Jake England (Parking Partnership)
Jo Heynes (Essex County Council) [Attended remotely via Zoom]
Amelia Hoke (Epping Forest District Council)
Owen Howell (Colchester Borough Council)
Michael Kelly (Harlow District Council)
Angela Knight (Uttlesford District Council)
Hayley McGrath (Colchester City Council)
Andrew Nepean (Tendring District Council)
Samir Pandya (Braintree District Council)
Ian Taylor (Tendring District Council)
Richard Walker (Parking Partnership)
Danielle Wood (Parking Partnership)

145. Election of Chairman

RESOLVED that Councillor Dan Land be re-appointed Chairman of the Joint Committee until the next Annual Meeting of the Joint Committee.

146. Election of Deputy Chairman

RESOLVED that Councillor Sam Kane be re-appointed as Deputy Chairman of the Joint Committee until the next Annual Meeting of the Joint Committee.

147. Have Your Say

Mr Michael Palmer attended via Zoom and, with permission from the Chairman addressed the Joint Committee. Mr Palmer confirmed that he had only wished to speak if the issue with which he was concerned were to be raised by someone else. As this had not happened, Mr Palmer confirmed that he was content not to speak further.

148. Minutes

RESOLVED that the minutes of the meeting held on 16 March 2023 be approved as an accurate record.

149. Urgent Items

The Chairman informed the Joint Committee that he had received an email from Councillor Guglielmi of Tendring District Council, regarding a current parking scheme being carried out in Lawford and requesting that there be an addition of Florence Gardens to the scheme. Richard Walker, Head of Parking, confirmed that he was aware of this request and that this was not a new scheme, but had had some amendment of its timings recently. The Head of Parking explained that the road for potential addition to the scheme was not an adopted highway, and so the permission of the land owner would be required. If Tendring District Council wished to then have the road covered by a scheme, it could then be brought to the North Essex Parking Partnership [NEPP] for consideration alongside other proposed traffic regulation orders.

150. Financial Report

Richard Walker, Head of Parking, introduced and explained the report, in context of the briefing on this subject that he had provided for the benefit of new members earlier in the day. The Partnership was in deficit for the first time in years, with problems including difficulties in recruitment to income-raising posts. Deployment issues were now resolved, so Parking Charge Notice [PCN] income was now closer to being at the level expected.

The salary budget was confirmed as now being on target, but full deployment had not been possible over recent months. Vacancy factor savings had usually been used to cover shortfalls in income, but pay increases had meant that this had not been possible.

A £500k budget outturn deficit had been predicted for 2022-23. With the use of around £337k from reserves, this had been amended to a £188k deficit, which would need to be recovered in the current financial year, after which the aim would be to rebuild the Partnership's reserves up to £400k. A hold had been put on recruitment to non-income-generating posts, which would increase transitional savings. Spending on maintenance of Traffic Regulation Orders [TROs] and their signage had been reduced. The NEPP would be able to implement the next set of new TROs this year, but maintenance of markings and signage for existing restrictions had reduced.

The Head of Parking explained that, if the NEPP ends a financial year carrying over a deficit to the next financial year, then a plan is formulated to rectify this and balance the budget. The current plan in operation, which had been laid out, would set the Partnership in good stead to get back on track financially. If the plan did not achieve a balanced budget by the end of this financial year, then each partner would be approached for an additional contribution to balance the budget. At the current situation, this would be £30k from each partner, but the Head of Parking was confident that this would be avoided by year end.

A Committee member highlighted that, in the minutes of the meeting held on 16 March, a member of the Committee had asked why full accounts had not been produced, and that there had been no indication that this had been done following that meeting. The Head of Parking was asked if they could be produced for the Joint Committee. The Committee member stated that the South Essex Parking Partnership [SEPP] published more information, albeit not a full balance sheet. More details were requested, including the NEPP's spending on its vehicle fleet. The Chairman informed the Joint Committee that work was being conducted to see how the financial data could be presented to aid understanding of the NEPP's accounts. The Head of Parking explained that Appendices E and F to the report were new, showing information in the same format as that used by the SEPP. A breakdown of accounting by local authority partner did not need to be shown, as all of the NEPP's partner authorities were in deficit, save for Braintree and Colchester. The surpluses generated in Colchester and Braintree had counteracted those deficits in the past. The Head of Parking gave assurances that he would ask the finance team at Colchester City Council [the lead authority] to provide a full revenue and spending balance sheet, including fixed assets and effects of depreciation, after a further conversation is had to confirm the details required by the Joint Committee.

A Committee member pointed out that it was difficult for new members of the Joint Committee to accept the finance report without first consulting with officers. A full balance sheet was critically important and the Committee member asked if it was possible to get full breakdowns by district, and whether the decision on this item

could be deferred to the Joint Committee's October meeting. The Chairman agreed that the intention was to present the financial information fully. An update was on all Joint Committee agendas, but a suggestion was made that perhaps more regular updates could be provided to Client Officers between meetings.

The Joint Committee discussed a discrepancy in the NEPP Agreement, which says a Deficit Reserve Fund of £400k should be maintained, but then later states that this level of Deficit Reserve Fund must be maintained. A member argued that the wording should be amended so that it is clear whether the Fund 'should' or 'must' be maintained.

The Head of Parking was asked whether all spending on TRO maintenance had ceased, and whether contributions could be made by partner authorities to pay for such maintenance work on the TROs in their areas. A Joint Committee member also asked whether, in the event of contributions being needed from the partners to resolve any NEPP budget deficit at year end, the Section 151 Officers of each partner authority would need to be notified. The Head of Parking admitted that the NEPP Agreement had not foreseen the development of a deficit by the NEPP. Appendix E and Appendix F of the NEPP Agreement were from two different sources, which had led to the language discrepancy mentioned [use of 'should' and 'must' interchangeably in regard to Deficit Reserve Fund]. It was agreed that the wording need to be looked at. Appendix E laid out the requirement of a plan to eliminate any outturn deficit. The current plan was expected to eliminate the deficit before year end, but NEPP partners would be told formally if the projected year outturn were to worsen and a deficit be likely to remain.

RESOLVED that the JOINT COMMITTEE notes the financial position and out-turn for 2022/23, and the work ongoing to keep the service on track and bring operations within budget in 2023/24.

151. Permits, Fees and Charges Report – implementation

The Chairman emphasised that this item was for the Joint Committee to approve an implementation timescale for the changes to pricing of permits, fees and charges which had previously been agreed by the Joint Committee at its meeting on 16 March 2023. Richard Walker, Head of Parking, explained the situation and that it had been a long time since permit prices had been increased. The plan was for an inflationary increase in year one, followed by years of price harmonisation across all of the local authority partners' respective areas. Year one was only a partial year, as even an immediate implementation decision would need to go through the call-in period and be advertised, and so would take time to come into effect. The table within the report showed an increase in income of £276k for year one, with higher income increases for the subsequent, full financial years. The per-unit increase in permit prices was not significant, but the large number of permits in use meant significant increases in income as a result of the new prices.

In response to questions as to whether a specific implementation date was needed, the Head of Parking explained that the Joint Committee, if approving the immediate implementation of price changes, could officially delegate to him the authority to implement the changes at the earliest possible opportunity.

The Joint Committee discussed how this decision would need to be advertised, asking whether there was a policy on how this was done, and whether it would make more sense to advertise online, rather than via traditional print media. The Head of Parking laid out the regulatory requirement that advertising be via newspapers in the local area, giving 21 days' notice, alongside on-street adverts. Any changes to this would require lobbying of central government. Government had conducted consultation on this to seek local authority views, with many councils recommending a change. Government opted to pursue a slightly different approach, involving electronic advertising.

A Joint Committee member asked if there would be a quarterly report on permit uptake, should the decision be implemented, and whether any examination had been conducted to identify potential alternatives which people may find, rather than continuing to pay for permits. It was also asked whether a drop in permit numbers was expected. The Head of Parking noted that areas could vote to remove parking permit schemes, but there were few alternatives available to them, due to the numbers of cars in use. Some authorities were looking to set rates based on the environmental sustainability of individual vehicles. Frequent update reports would be given, with more frequent meetings with all Client Officers, covering the operational plan and augmented by annual reporting on the NEPP website. The NEPP had won awards for the extent of its data reporting.

RESOLVED by the JOINT COMMITTEE to implement the Fees and Charges, decided at the last meeting, with immediate effect.

152. Annual Governance Review and Internal Audit

Hayley McGrath, Corporate Governance Manager at Colchester City Council, introduced her role regarding governance at the North Essex Parking Partnership [NEPP], which included reporting annually on internal audit, governance and risk. Owing to the small size of the NEPP, there was no formal requirement for Annual Governance Statements to be produced. A formal Statement is not produced, but an annual governance review is conducted. This looked primarily at the processes of Colchester City Council, as the lead authority, including its finance and accounting processes. No concerns had been raised at this review and the internal audit report had been included as an appendix. This report was sharable with the Governance and Audit Committees of each of the NEPP partners.

Three recommendations had been made, relating to review and republication of policies, budget updating, and PCN data. An overall 'Reasonable' assurance rating had been given by internal audit, which was a good rating. The process of conducting a governance review was laid out and partners were welcomed to raise any governance concerns with the Corporate Governance Manager.

The report was praised, and questions asked as to whether, if any transactions were to be carried out 'across' the ring-fencing around the NEPP accounts within the accounting of Colchester City Council, these transactions would be picked up by transaction testing. The Corporate Governance Manager explained that a test sample of transactions was examined in order to ensure correct accountancy practices were being carried out.

RESOLVED that the JOINT COMMITTEE notes the Annual Governance Review of the North Essex Parking Partnership [NEPP].

153. Annual Review of Risk Management Report

Hayley McGrath, Corporate Governance Manager at Colchester City Council, introduced the report and explained the approach to risk management at the North Essex Parking Partnership [NEPP], split into strategic risks shown in the Joint Committee's risk register, and operational risks which were managed by officers at the NEPP. Whilst operational risks were managed internally, strategic risks were 'owned' by the Joint Committee and officers set recommendations, but the Joint Committee decided on the register. A risk strategy was in place, as best practice, to show the NEPP's approach, and the Corporate Governance Manager explained the four changes recommended. These were to remove risk 1.22, to change 1.23 to reflect the risk to the NEPP which would occur should the Joint Committee not agree to implement fees and charges updates, and to add new risks 1.24 and 1.25, which dealt respectively with financial pressures from future pay increases and the risk of not breaking even.

The Joint Committee discussed the risk scoring process, which was shown as combining two metrics, of likelihood and severity, to give a score for each risk between 1 (at the lowest) and 25 (at the highest). Once the Joint Committee approves the Strategic Risk Register, any amendments are made, and the Register published.

The Joint Committee discussed the review dates set for each risk, and gave the view that risks 1.23 and 1.24 were of critical and imminent importance to address, and should be reviewed by the Joint Committee before the January 2024 date set. A new review date was requested, to allow these to be reviewed by the Joint Committee at its meeting in October 2023.

Answering questions, the Corporate Governance Manager explained that each of the partner organisations had the same principles of risk management, but differed in their approaches. The NEPP's risk management approach had evolved over years and sought to give assurances in an easily understood format. Any suggestions of ideas for changes to the process could be made by Joint Committee members.

RESOLVED that the JOINT COMMITTEE endorses the Risk Management Strategy for 2023/24, and agrees the Strategic Risk Register, subject to the amending of risks 1.23 and 1.24 to have review dates set for October 2023.

154. Obstructive Parking

Richard Walker, Head of Parking, informed the Joint Committee that there had been no developments on this subject. Representatives of the Department for Transport had attended the recent Parkex Tradeshow and reported that there had been no progress made. Around 250k comments received during consultation were being examined. The Head of Parking gave his view that it was unlikely that there was enough time remaining in the current Parliamentary session for progress to be made.

155. Forward Plan 2023-24

The Joint Committee considered the request from one member to look at changing the start time [1pm] for Joint Committee meetings. The member who made the request pointed out that daytime meetings posed difficulties for Joint Committee members who worked full time, who would find it easier to attend evening meetings. The Joint Committee discussed the request, with members sympathising with those who had difficulty attending meetings in the middle of the day, but the majority of members indicated that they wished to continue with meetings commencing at 1pm, noting problems that would be caused by evening meetings, including the need to travel during peak traffic times, and the difficulty faced by those who would need to travel some distance, particularly when returning home, potentially late in the evening.

The Chairman noted that this was an information-heavy committee, and emphasised the importance of members preparing fully. A Client Officer requested that Joint Committee agendas be provided at an earlier stage, to give participants more time to consider them before each meeting. Richard Walker, Head of Parking, and Owen Howell, Clerk to the Joint Committee explained the timescales regarding report preparation and provision for Joint Committee meetings, and the preceding meetings of Client Officers, giving assurance that agendas were provided at a timescale in line with the statutory deadline set in legislation, for publication to occur at least five working days before the meeting. The Clerk to the Joint Committee offered to, when possible, publish a day earlier, but cautioned that this would often not be possible, due to the work required to prepare and review draft reports.

A Client Officer asked when full accounts would be provided to the partner authorities and why there had been a delay in their provision. Richard Walker, Head of Parking, explained that the delay was due to the Parking Partnership waiting for a technical issue regarding recharges to be resolved. The Parking Partnership's accounts were associated with those of Colchester City Council and final accounts had yet to be received from the City Council's Finance Team.

RESOLVED that the Joint Committee notes and approves the North Essex Parking Partnership Forward Plan for 2023-24, and the scheduling of a review of Strategic Risks 1.23 and 1.24 for its meeting on 26 October 2023.



North Essex Parking Partnership

Meeting Date: 9 November 2023
Title: Traffic Regulation Order Update and Application Decision Report
Author: Jason Butcher – Group Development Manager
Presented by: Jason Butcher – Group Development Manager

- To approve, defer or reject traffic regulation order proposals from the list of applications that have been received.
- To note the work of the Technical Team during 2023.

1. Recommended Decision(s)

1.1 The Joint Committee is requested to:

- a) Prioritise proposed Traffic Regulation Order schemes from the applications that have been received by the North Essex Parking Partnership. These are provisionally indicated on the list in Appendix A as “Approve”. Other applications that have been received are provisionally shown as ‘defer’ or ‘reject’.
- b) Note that any applications that are “Accepted” may not become sealed Traffic Regulation Orders. Any proposal will need to be advertised and any objections made during the formal consultation process considered before a Traffic Regulation Order is made.
- c) Note that applications that have been received but do not meet the new NEPP scoring criteria are shown in red font in the table.
- d) Note the new schemes that NEPP has introduced in 2023 shown in Appendix B.
- e) Agree to budget for any prioritised schemes within the 24/25 financial year budget, even in the absence of any surplus funds.

2. Reasons for Recommended Decision(s)

- 2.1. To allow NEPP officers to draft prioritised Traffic Regulation Orders. These would be advertised from April 2024.
- 2.2. To allow applicants to be advised of the outcome of their applications.
- 2.3. To ensure that the Policy is applied correctly and for general good governance, financial and risk management.

3. Alternative Options

- 3.1 The NEPP Joint Committee does not prioritise any proposals. The result of this will be that no new proposals from the list are advertised unless the NEPP chairman delegation is used for specific proposals.
- 3.2 Partner Authorities may wish to fund individual schemes themselves if the JPC do not approve them and this may include those that do not meet the current Traffic Regulation Order policy and scoring methodology. Externally funded Traffic Regulation Orders are not subject to the current NEPPs Traffic Regulation Order Policy

4. Changes to scoring methodology

- 4.1 Changes to the Traffic Regulation Order application scoring methodology were discussed at the March 2023 NEPP Joint Committee Meeting. At this meeting it was agreed that there would be a pre-qualifying scoring criteria which had to be met before an application can be scored by officers.
- 4.2 Members of the Joint Parking Committee are now able to view applications received in other partner areas via the new NEPP SharePoint site. While individual partner authorities prioritise applications, the role of the committee is to consider applications across the whole NEPP area not just in the authority that the committee member represents. The committee members can reject proposals even if they have been prioritised by the local authority.

5. List of applications by authority

- 5.1 The proposals that meet the NEPP scoring criteria are shown in black font in Appendix A. These applications have been scored by a NEPP officer against the agreed criteria. This officer score is shown along with a predicted cost to implement the scheme. Additionally, all proposals that have not met the scoring criteria are also shown, these are not scored, and costs have not been calculated. The applications that do not meet the NEPP criteria are shown in red font.
- 5.2 The proposals for the Harlow District have been deferred until the next JPC meeting in December. This is to allow more time for additional supporting evidence to be collected.
- 5.3 Proposals that were deferred at the October 2022 JPC remain on the list and are available to either accept, reject, or defer. The scoring criteria has not been retrospectively applied to proposals that were previously deferred.
- 5.4 Minimal details are provided in the table as members of the committee now have access to all data to interrogate individual applications in any area if they wish to.

6. TRO work outside the JPC process

- 6.1 The technical team also undertake additional works outside of the JPC approval process. These works generate income for NEPP as well as allowing partner (or other) authorities to pay for additional traffic regulation order works.
- 6.2 During the current financial year NEPP have undertaken additional works for ECC/Braintree District Council around Braintree Town Centre, for Braintree District Council at The Horizon Business Park at Great Notley, junction protections for West Mersea Town Council, waiting restrictions to protect entrances for National Rail as well as

arranging remarking of bus stops and undertaking civil works for new traffic regulation orders on behalf of Essex County Council.

7. Finance and risk management

- 7.1 There is a requirement within the Joint Committee Agreement that work to support the delivery of the Traffic Regulation order function should come from the NEPP surplus fund.
- 7.2 As there are no current surplus funds to draw upon, this work would need to be funded within the 24/25 Financial Year and be budgeted alongside other elements of the NEPP operation.
- 7.3 The estimated total cost to deliver the proposed prioritised schemes is £48,000, but allowing for potential inflationary increases, may cost up to £55,000, not including employee costs and this will increase subject to any approved schemes from Harlow, to be considered at the December Joint Committee meeting.
- 7.4 This represents a risk to NEPP finances and should be noted by the JPC.

8. Standard References

- 8.1 There are no particular references to the Development Plan; publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety implications.

9. Appendices

Appendix A: List of Proposed Schemes

Appendix B - List of Schemes Completed to date in 2023

Appendix A - List of Proposed Schemes

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T23850138	Uttlesford	The Pastures, Takeley	Waiting restrictions	Safety issue caused by parking on a junction	50	£1280	Approve
T19403786	Uttlesford	Church Street/Lime Hill, Great Dunmow	Red lines	Safety issue on a bend with poor visibility and near the start of resident parking	50	£1200	Approve – yellow lines instead of red lines
T23516631	Uttlesford	The Street, Takeley	Resident Permits	Prioritised parking for residents due to airport parking	50	£1700	Reject
T18482443	Uttlesford	Clarendon and Warwick Road, Little Canfield	Red lines	Vehicles parking up to and on a roundabout	35	£1430	Reject – should be referred to ECC
T14341786	Uttlesford	Bentfield Road Stansted, Mountfitchet	No waiting restriction	Parked vehicles causing a traffic flow issue	N/A	N/A	
T17483684	Uttlesford	East Street, Saffron Walden	Addition to permit scheme catchment area	New resident requesting a permit. Property is not within the permit parking scheme	N/A	N/A	
N/A	Uttlesford	Adare Close/Beaumont Hill, Great Dunmow	Waiting restrictions	Parking on a junction	N/A	N/A	
T24848810	Uttlesford	Parsonage Road and Hall Road, Takeley	Red lines	Replace existing Clearway restriction to allow more effective enforcement	N/A	N/A	
T2464686	Uttlesford	Priors Green Bus Route Takeley/Little Canfield	Red lines	To keep bus route clear, currently buses are sometimes hindered by residential parking	N/A	N/A	
T24449387	Uttlesford	Rylestone Way/Thaxted Road, Saffron Walden	Waiting restrictions	Junction parking causing visibility issues	N/A	N/A	

T11992100	Braintree	Bocking End, Braintree	Alter limited waiting bays to resident permit bays	Lack of parking available in resident permit scheme	40	£1190	Approve – allow overnight parking between 6pm and 7am only
T17628975	Braintree	Coronation Avenue, Braintree	Restrictions on permit	Restriction of two permits per property. Suggests that there is misuse of current system	N/A	N/A	Defer
T19472764	Braintree	Maltings Lane, Witham	Waiting restrictions	Parking opposite junctions causing sight line issues	N/A	N/A	Defer
T11525017	Braintree	Morton Way and Matthews Close, Halstead	Waiting restrictions to encourage walking to school	Parking causing issues at school opening and closing times	N/A	N/A	Defer
T19588819	Braintree	New Road/Maldon Road, Hatfield Peverel	Waiting restrictions	Extend the length of current restrictions to prevent parked vehicles causing sight line issues at unrestricted junctions	N/A	N/A	Defer
T17416315	Braintree	Tilkey Road Coggeshall	Waiting restrictions	Parking on new junction causing sight line issues	N/A	N/A	Defer
T18457693	Braintree	Tilkey Road Stoneham Street and Jaggards Road, Coggeshall	Waiting restrictions	To create passing spaces as parked vehicles are causing sight line and traffic flow issues	N/A	N/A	Defer
T13349033	Braintree	Trinity Street, Halstead	Waiting restrictions	Parked vehicles causing traffic flow issues	N/A	N/A	Approve
T17622067	Colchester	Brunel Way, Colchester	Waiting restrictions	Extension of current restrictions to prevent parking. Issues being caused on industrial estate	35	£1350	Approve
T21366845	Colchester	City Centre Disabled badge	Disabled badge holder bays	Extension of current operational	N/A	N/A	Reject

		holder times, Colchester	operational times	times beyond 6pm			
T14427861	Colchester	Melrose Road, West Mersea	Waiting restrictions	Parking causing sight line issues	50	£2180	Approve
T19282989	Colchester	Mersea Road, Colchester	Permit parking	Short term invasion parking associated with local businesses	25	£2000	Reject
T18484961 0	Colchester	Mersea Road Shopping Parade, Colchester	Extend limited waiting times	Additional businesses mean that the current 1 hour limited waiting time is no longer appropriate	35	£1190	Reject
T11569173	Colchester	Parr Drive, Colchester	Red lines	Commuter parking associated with local businesses	50	£1910	Approve
T38914791	Colchester	Stanford Road and Cowper Crescent, Colchester	Red lines	Sight line issues and prevention of parking at the start and end of the school day	45	£1490	Approve
T16621307	Colchester	Westwood Drive, West Mersea	Permit parking	Prevention of non-residential parking to ensure traffic flow	50	£2000	Approve
T18803005	Colchester	Braiswick and Fernlea, Colchester	Waiting restrictions	To ease access and egress at junction to gold club entrance	N/A	N/A	
T17696338	Colchester	Hythe Quay, Colchester	Removal of limited waiting bay	To allow easier access to business yard	N/A	N/A	
T22732338	Colchester	Ipswich Road/Turnpike Close, Colchester	Permit parking or red lines	Displacement of vehicles into residential area following temporary traffic order being introduced	N/A	N/A	
T18431196	Colchester	King Harold and Shrub End Roads, Colchester	Extend current restrictions	Obstruction and sight line issues	N/A	N/A	
T11300251 0	Colchester	King Harold Road and Ambrose Avenue, Colchester	Extend current restrictions	Prevent parking close to a junction	N/A	N/A	

			around this junction				
T21571986	Colchester	Linnet Mews, Colchester	Waiting or stopping restrictions	To prevent parking at the access to Linnet Mews as this is causing access problems	N/A	N/A	
T18805248	Colchester	Pallant Chase/Spring Lane, Colchester	Waiting restrictions	To prevent displacement and parking on a junction	N/A	N/A	
T19289487	Tendring	Vicarage Lane, Walton on the Naze	Waiting restriction/s, bay removal and altering yellow to red lines	Issues with delivery vehicles	Deferred at the October 2022 JPC.	£1650	Approve
T13720652	Tendring	Golf Green Road, Jaywick	Waiting restriction/s	Issues with access to golf club	Deferred at the October 2022 JPC.	£1150	Approve
T20393424	Tendring	Brindley Road, Clacton	Red lines	Allow traffic flow and access on carriageway for business premises	40	£1450	Approve
T15395038	Tendring	Collingwood Road, Clacton	Permit parking	Priority parking for residents due to non-residential parking for the seafront	40	£1450	Approve
T20412902	Tendring	Louise Close, Walton on the Naze	Waiting or stopping restrictions	To prevent parking too close to the junction with Naze Park Road	50	£1290	Approve
T20381792	Tendring	Old Road and Cotswold Road, Clacton	Waiting or stopping restrictions	To prevent parking too close to the junction	50	£1052	Approve
T16637558	Tendring	Tendring Seafronts, Clacton, Frinton and Walton	Alter limited waiting for car restrictions on seafronts	To allow camper vans to park	N/A	N/A	
T17410132	Tendring	Brightlingsea Infant and Junior School, Brightlingsea	Red lines	To prevent parking on corners	N/A	N/A	
T21672741 1	Tendring	Brighton Road, Walton on the Naze	Waiting restrictions	To prevent parking on junctions	N/A	N/A	
T16385403	Tendring	Chartfield Drive, Kirby le Soken	Red lines	To prevent parking to allow vehicles to turn	N/A	N/A	

T23526873	Tendring	Landermere Road, Thorpe le Soken	Red lines	To prevent parking near the police station entrance	N/A	N/A	
T20617952	Epping Forest	Brooker Road, Waltham Abbey	Red lines	To prevent parking on bends at an industrial estate	30	£1250	Defer
T18448456	Epping Forest	Cloverly Road, Ongar	Junction protection	Parked vehicles causing problems for drivers when entering and exiting the road	55	£1295	Approve
T22440354	Epping Forest	Alfred Road & Roding Lane, Buckhurst Hill	Waiting restriction/s	Junction protection	35 – Deferred at the October 2022 JPC	£1300	Reject
T23492869	Epping Forest	Langston Road, Loughton	Red lines	Vehicles parking on pavement causing business issues. Current waiting restrictions are ineffective	35	£1965	Defer
T24475742	Epping Forest	Manor Square, Ongar	Waiting restrictions	Existing restrictions converted to red lines	40	£1280	Approve subject to funding
T22329252	Epping Forest	Police bay on High Street, Epping	Limited waiting	Alter current police parking bay to limited waiting	30	£1360	Approve subject to funding
T24342858	Epping Forest	Pyles Green, Loughton	Permit parking	Priority parking for residents due to inconvenience caused by non-residential based parking	45	£1515	Defer
T18716713	Epping Forest	Roebuck Lane, Buckhurst Hill	Waiting restrictions	Ensure sight lines for vehicles entering or exiting the underground car park	35	£1250	Defer
T14232804	Epping Forest	Sedge Green and Dodds Weir Road, Nazeing	Waiting restrictions	To prevent parking on the verge at the junction of the two roads	30	£1530	Defer
T22351807	Epping Forest	Station Road, Chigwell	Permit parking	Priority parking for residents. Suspected commuter issues due to the proximity	60	£1935	Approve

				of the London Underground station			
T19330519	Epping Forest	Station Road, Loughton	Review restrictions and alter waiting restrictions to no stopping red lines	Prevent commuter parking but allow other parking to take place	60	£2990	Approve
T13293549	Epping Forest	Forest Avenue and High Road, Chigwell	Red lines	Junction protection	55	£1410	Approve
T15499454	Epping Forest	The Summit, Loughton	Junction red lines and waiting restrictions on The Summit to prevent parking on both sides on narrow carriageway areas.	Inconvenience to residents and concerns about parked vehicles preventing emergency vehicle access. The problems at The Summit have been discussed at the 16 March 2023 NEPP JPC.	55	£1610	Approve
T114626310	Epping Forest	Upland Road/Thornton Common, Epping	Junction protection	Parking causing access and obstruction problems	50	£1410	Approve
T18345704	Epping Forest	Chigwell High Road, Chigwell	Red lines	Inconsiderate parking causing safety issues for non-vehicular road users	N/A	N/A	
T20667913	Epping Forest	Connaught Avenue, Loughton	Waiting restrictions	Driveway blocked and parking on grass verges	N/A	N/A	
T214996011	Epping Forest	Great Lawn, Ongar	Waiting restrictions	To prevent parking on the turning circle and on grass verges	N/A	N/A	
T20575003	Epping Forest	Manor Road, Loughton	Red lines	Keep carriageway clear and so ensure that HGVs do not need to mount the pavement and cause damage	N/A	N/A	
T18675115	Epping Forest	Maple Springs, Waltham Abbey	Waiting restrictions	Junction protection to ensure sight lines	N/A	N/A	
T19317736	Epping Forest	Sewardstone Street, Waltham Abbey	Permit Parking	Priority parking for residents in Sewardstone Road and Fountain Place	N/A	N/A	

T9499809	Epping Forest	Stonards Hill and Theydon Grove, Epping	Waiting restrictions	Alter single yellow line to double yellow lines to try to prevent parking near junction	N/A	N/A	
T17540389	Epping Forest	The Shrubberies, Chigwell	Waiting restrictions	To keep the junction of The Shrubberies and Fencepiece Road clear of vehicles	N/A	N/A	

Appendix B - List of Schemes Completed to date in 2023

For committee member information, below is a list of the proposals advertised to date in 2023 and the current status of the scheme.

Reference number	Authority area	Name of Scheme	Type of Restriction	Current Work Status
T41435611	Uttlesford	Watch House Green, Felstead	Red Lines	Operational
T17420578	Uttlesford	New Road, Saffron Walden	Permit Parking	Operational
T224352310	Uttlesford	Ashdon Road/Common Hill Saffron Walden	Alter limited waiting bays to permit parking	Operational
T115575310	Uttlesford	Stebbing Road Felstead	Waiting restrictions	Operational
T18441363	Uttlesford	Roding Drive Little Canfield	Waiting restriction	Operational
T17573032	Uttlesford	Mountfitchet Estate, Stansted Mountfitchet	Stopping restrictions	Not introduced following consideration of objections
T10441614	Braintree	Summerhills, Sible Hedingham	Waiting restrictions	Operational
T13577975	Braintree	Park Drive Braintree	Waiting restrictions	Operational
T12367746	Braintree	Stone Close Braintree	Permit parking	Operational
T107414511	Braintree	Balls Chase Halstead	Permit parking	Operational
T21438416	Braintree	Bridge Street Finchingfield	Waiting restrictions	Operational
T21644813	Braintree	Bridge Street Coggeshall	Permit parking	Operational
T22601739	Braintree	The Causeway Finchingfield	Waiting restrictions	Operational
T22566263	Braintree	Spains Hall Road Finchingfield	Waiting restrictions	Operational
T24545448	Harlow	Clifton Hatch	Waiting restrictions	Operational
T24565301	Harlow	Fifth Avenue and Newstead Way	Waiting restrictions	Not advertised due to cost of scheme
T24583558	Harlow	Edinburgh Place	Various restrictions	Operational
T245915663	Harlow	Moorfields	Waiting restrictions	Operational
T24596064	Harlow	Park Mead	Permit parking	Operational
T24599965	Harlow	Conyers	Change of operational days	Operational
T24608554	Harlow	Commonside Road	Waiting restrictions	Operational
T24615963	Harlow	Colt Hatch	Limited waiting	Operational
T24618621	Harlow	Standingford	Waiting restrictions	Objections being considered
T24669276	Harlow	Kingsmoor and surrounding roads	Weight restriction (3.5t)	Operational
T24629562	Harlow	Maunds Hatch	Loading bay	Operational

T24645567	Harlow	Burnt Mill Industrial Estate	Permit bay	Alternative TRO advertised - operational
T17314792	Colchester	James Parnell Way	Red lines	Operational
T20104230	Colchester	Cornflower Close	Red lines	Operational
T8407346	Colchester	Hendry Worthington Way	Waiting restrictions	Operational
T18717853	Colchester	Spring Lane/The Walk Eight Ash Green	Waiting restrictions	Operational
T14642516	Colchester	Cavalry Way	Permit parking bay altered to limited waiting	Operational
T144470511	Colchester	Baden Powell Drive and estate roads	Red lines	Operational
T18630815	Tendring	Wix and Heath roads Bradfield	Waiting restrictions	Operational
T18639253	Tendring	School Road and B1035	Waiting restrictions	Operational
T13405346	Tendring	Blacksmiths Lane Harwich	Waiting restrictions	Operational
T19634566	Tendring	Olivers Close Clacton	Waiting restrictions	Operational
T19618635	Tendring	High Street Thorpe-le-Soken	Red lines	Operational
T19610386	Tendring	Kings Parade/Marine Parade East	Reduction in bay length near to York Road	Operational
T19622527	Tendring	Portland Road	Red lines	Operational
T19614432	Tendring	Ravensdale Road Clacton	Waiting restrictions	Operational
T16421788	Tendring	Connaught Avenue Frinton-on-Sea	Waiting restrictions	Operational
T16429838	Tendring	New Road Mistley	Junction Protection	Operational
T16425418	Tendring	Fronks Road Dovercourt	Red lines	Operational
T16436503	Tendring	Lymington Road Great Clacton	Red lines	Operational
T205058710	Tendring	Edison Road Clacton on Sea	Red lines	Operational
T20509116	Tendring	Hillcrest and Burrs Road Clacton	Waiting restrictions	Operational
T166160711	Tendring	Abigail Gardens Holland on Sea	Waiting restrictions	Operational
T166207211	Tendring	Summers Park Estate Lawford	Change of waiting restriction time	Operational
T12556442	Tendring	Old Pier Road Walton on the Naze	Waiting restrictions and introduction of disabled badge holder bay	Operational
T16464731	Tendring	Reckitts Close Clacton on Sea	Waiting restrictions	Amended after objections – TRO operational 30 October
T22500910	Epping Forest	Broomstick Hall Road Waltham Abbey	Red Lines	Operational

T15403347	Epping Forest	St Johns Road Loughton	Waiting restrictions	Operational
T13578058	Epping Forest	Hartland Road Epping	Resident Permits	Operational
T17501946	Epping Forest	Sun Street and Market Square Waltham Abbey	Waiting restrictions	Operational
T17518032	Epping Forest	Thaxted Way/The Cobbins Waltham Abbey	Waiting restrictions	Operational
T13580173	Epping Forest	Beach Close/Cedars Drive, Loughton	Waiting restrictions	Not introduced following consideration of objections
T14805142	Epping Forest	The Gladway Waltham Abbey	Waiting restrictions	Operational
T24460877	Epping Forest	Green Yard, Abbey Court and Mead Court Waltham Abbey	Permit parking	Operational
T16807205	Epping Forest	Bower Vale Epping	Permit parking	Operational



North Essex Parking Partnership

Joint Parking Committee

Meeting Date: 9 November 2023
Title: Financial Report
Author: Richard Walker, Head of Service
Presented by: Richard Walker

31/10/2023

This report updates Members on the North Essex Parking Partnership's finances.

1. Recommended Decision(s)

- 1.1. To note the financial position at Period 6 (to the end of September) 2023.

2. Reasons for Recommended Decision(s)

- 2.1. For good governance and to ensure the effective future operation of the Partnership.

3. Background

- 3.1. After a very challenging year in 2022/23, the new financial year has again started with mixed results. Recruitment has remained a pressure and the pay increase for 2023/24 has not yet been agreed, although an offer has been made and (unlike 2022/23) a 4% pay increase allowance is accommodated in the budget for 2023/24. Senior managers have agreed to a pay freeze.
- 3.2. Penalty Charge Notice income appears below budget due to the impact of the year-end debtor/creditor. Allowance has been made for £265k debtor – below the amount realised last year.
- 3.3. Fees and Charges increases by inflation have been implemented and started from 21 August 2023, and these changes will start to show up in the future results. A freeze has been placed on non-essential recruitment, and as a result four posts are currently not being recruited to, with consequent savings, and duties being shared amongst the NEPP wider team.
- 3.4. Information has been shared with Members and Client Officers, including additional account information and the 'Rescue Plan' to help meet the deficit and repair the Reserve Fund. Results of measures already taken in the 'Rescue Plan' will filter their way through to the budget reports in future months. There are some other Rescue Plan initiatives, which it appears will now become necessary to consider. A further paper due at the December meeting.

4. Risk and Forecast

- 4.1. Salary increases have been estimated due to the negotiations having not yet concluded. Estimates ensure that the forecast does not appear more generous at the report date. When any pay award is made, payments would be backdated.

- 4.2. Fees and charges were increased on 21 August 2023, and the impact of these changes will only be seen in the second half of the year; the overall income figure is likely to be below the budget at the year-end, and an estimate of this has been included in these figures.
- 4.3. Recruitment remains a risk if the rate of attrition continues to outstrip new starters. Both this, and retention, has an impact on the Penalty Charge Notice budget, as does weather. A freeze on some posts elsewhere in the organisation has created a part-year saving.
- 4.4. More certainty exists in the income from PCNs this year than this time last year. The debtor figure has been allowed for. Income from PCNs on a cash basis was much better between April – July than last year, (or in fact any year since 2017/18, when our current records began) although this has fallen back again more recently, due to recruitment issues already mentioned.
- 4.5. This year, by August, Penalty Charge Notice income in the bank was already £663k out of £2,234k. Last year it was £107k further behind at £556k out of £2,295k, at the same point. By September this increased to £805k, but still £305k behind the budget. The Penalty Charge Notice issue rate has slowed though August and September.
- 4.6. Inflation is still very high. Some of the impact has been allowed for in the budget this year, whereas it was not allowed for last year (remember that budget setting for 2022/23 was done in Autumn 2021 when inflation was c.2.7%). We must also consider the impact of the inflation already felt, from a time when it was as high as 11%.

5. Standard References

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

Appendix A – Financial Report at the end of September 2023

The forecast includes an estimate of salary uplift, upon which negotiations have not yet been agreed. Estimated working is shown.

September		A	B	C	D	E	F	G	
2023/24 Period 6		2022/23 Last Year	2023/24 Current Year	2023/24 Current Year	2023/24 Current Year	2023/24 Current Year	2023/24 Current Year	2023/24 Current Year	
		Actual	Actual to date	Budget to date	Actual Variance	Forecast outturn	Annual budget	Forecast variance	Notes
Direct costs									
Expenditure									
Employee costs:									
Management	88	108	102	6	230	202	28		Parking Services Mgt Team staff costs and management a/c
CEOs & Supervision	1,273	587	671	(84)	1,294	1,408	(114)		CEOs & Supervisor staff & costs; small vacancy u/spend
Back Office	434	195	209	(15)	435	419	16		Back Office staff costs
Business Development	0	48	66	(20)	99	132	(33)		Funded Business Development Team from 2023/24 (as opposed to ad-hoc projects)
Data Led Services	355	183	166	18	408	342	66		Digital team with additional work for ECC (offset by income in 'other work' below)
TRO's	175	83	90	(7)	172	180	(8)		TRO team staff costs
Premises / TRO Maintenance co	228	39	38	1	89	143	(54)		R&M budget (seasonal: small expenditure anticipated)
Transport costs (running costs)	64	13	14	(1)	60	29	31		Fuel, public transport etc
Supplies & Services	372	278	245	33	406	506	(100)		General expenditure; includes ParkSafe car IT & TRO costs
Third Party Payments	35	18	19	(1)	30	38	(8)		Chipside and TEC bureau costs
	3,024	1,553	1,620	(70)	3,224	3,398	(176)		In Year Service expenditure total
Income									
Penalty Charges (PCNs)	(1,722)	(805)	(1,121)	315	(1,925)	(2,258)	333		PCNs - revised due to CEO deployment (£1,965 Last Yr) - weather
Fines (Blue Badge/Permits)	0	0	(12)	12	0	(25)	25		Revenue protection and fraud work
Parking Permits/Season Tickets	(923)	(506)	(471)	(34)	(1,205)	(943)	(263)		Visitor Permits - includes new areas and fee increase on 2nd permit £90k last yr
Parking Charges (P&D etc)	(336)	(208)	(292)	83	(365)	(584)	219		Pay & Display - includes additional area and new fees
Other income	(19)	(23)	(21)	(2)	(25)	(43)	18		Misc - other works to be undertaken - billed at end of work
	(3,000)	(1,542)	(1,917)	374	(3,520)	(3,853)	332		In Year Service income total
Total Direct Costs	24	11	(297)	304	(296)	(454)	156		In Year Service net expenditure
Total Non-direct Costs	415	228	228	0	455	455	0		Corporate costs added (see table)
Sub total (in year operation)	439	238	(69)	304	159	0	156		Red is surplus = to be added to reserve
Add credit back budget	108				Forecast	Base Budget	In Year Swing		
Total	547								
From Reserve	(388)								
Deficit on Reserve as at 31/03/2023	160								Now, no Reserves, but a structured plan to (a) increase income and (b) reduce costs; but also be aware of % increase in salary
Actual 160,082.72 (Difference is roundings)									

Salary uplift indications				
Original forecast	7% (+3%)	9% (+5%)	11% (+7%)	
				selected
				d
A	B	C	D	
215	221	225	230	
1,210	1,246	1,270	1,294	
406	419	427	435	
93	96	98	99	
381	393	400	408	
<hr/>				
2,305	2,374	2,420	2,466	
<hr/>				
	(69)	(115)	(161)	

11% selected as 'worst case'



North Essex Parking Partnership

Joint Parking Committee

Meeting Date:	9 November 2023
Title:	Civil Enforcement Discretion and Cancellation Policy
Author:	Jason Butcher, Group Development Manager and Jake England, Group Operating Manager
Presented by:	Jake England, Group Operating Manager

This report seeks Members to agree the recommended new Civil Enforcement Discretion and Cancellation Policy as part of the rolling NEPP policy review process.

1. Recommended Decision(s)

- 1.1. To agree the new Civil Enforcement Discretion and Cancellation Policy.

2. Reasons for Recommended Decision(s)

- 2.1. For good policy governance and to ensure the Partnership's policies are relevant, according to changes in legislation and other contributory factors.
- 2.2. To combine two similar existing policies into one.

3. Background

- 3.1. Policies relating to the NEPP operation were first agreed at the formation of the Partnership.
- 3.2. Prior to the last 12 months, there has been no rolling programme of policy review – changes have been made ad-hoc whenever necessary, agreed by the Joint Parking Committee (JPC).
- 3.3. No specific changes or reviews of individual policies aside from the 'Traffic Regulation Order' and 'Provision of No Stopping Cones' have taken place in recent years however a rolling programme of policy review is now underway. Policies are brought to the JPC to consider, amend, and approve.
- 3.4. It is essential that NEPP policies are reviewed regularly to ensure they meet operational requirements and take account of any legislative changes.

- 3.5. There are no proposed changes to existing delegations although all delegations from the JPC to the Lead Authority and its officers will be returned for restatement at a later meeting.

4. Supporting Information

- 4.1. The existing 'Enforcement and Discretion Policy' can be found at <https://north.parkingpartnership.org/wp-content/uploads/2021/12/enforcement-and-discretion-policy.pdf> and in Appendix B.
- 4.2. The existing 'Penalty Charge Notice (PCN) Cancellation Policy' can be found online at [Penalty Charge Notice \(PCN\) Cancellation Policy | North Essex Parking Partnership](#).
- 4.3. Aside from amalgamating the two policies and some changes to introductory wording to enable this, there are no significant changes to the substantive content, including those changes made to the mitigating circumstances and subsequent actions.
- 4.4. The policy is not and should not be prescriptive or exhaustive in terms of identified mitigating circumstances and the issue of discretion must always be considered on a case-by-case basis.

5. Standard References

- 5.1. Other than set out above, there are no particular references to the Development Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; communications; health and safety or risk management implications.
 - 5.2. An Equality Impact Assessment for this policy has been drafted and will be made accessible on the Colchester City Council website here - <https://www.colchester.gov.uk/equality-and-diversity/equality-impact-assessments/?id=&page=environment-equality-impact-assessments> if the policy is approved. A copy of the draft can be produced for inspection if desired.
-

Appendix A – Proposed New Policy

North Essex Parking Partnership Civil Enforcement Discretion and PCN Cancellation Policy October 2023 - v0.2

Introduction

This *Civil Enforcement Discretion, and Penalty Charge Notice (PCN) Cancellation Policy* amalgamates and supersedes the previously known *Enforcement and Discretion Policy* and the *Penalty Charge Notice Cancellation Policy*. This policy should be read in conjunction with all other NEPP and Council policies relating to Civil Parking Enforcement (CPE) including the Parking Operational Protocol.

This policy aims to inform the public and guide Council Officers and Members on the enforcement of parking regulations and notice processing of Penalty Charge Notices; this is consistent with current best practice and aims to provide clarity, consistency and transparency within the enforcement process and compliance with the aspirations of the Traffic Penalty Tribunal and the Local Government Ombudsman.

This policy represents a foundation upon which fairness and discretion can be applied, recognising that discretion may often be best applied retrospectively in the presence of all available evidence. The importance of flexibility in these matters has been recognised by the courts and, consequently, decisions made by councils must not be fettered by being unduly formulaic.

This policy addresses the following:

- The required and recommended PCN information
- The statutory grounds upon which representations may be made
- When cancellation of a PCN is necessary
- The mitigating circumstances that may warrant a PCN being waived.

It is important to recognise each case will be considered on its own merits, matters of proportionality, objectivity, fairness, and reasonableness should be paramount.

The following is therefore a guide for information and non-prescriptive.

This policy will be frequently reviewed to ensure it reflects current local and national legislation, regulation, statutory guidance, and best practices. However, if this policy does contradict, then the appropriate legislation, regulation, or statutory guidance must be followed first.

PCN Cancellation

A PCN will be cancelled if the issuing CEO fails to record, or incorrectly records, any information required by the following regulations:

- [S.I. 2022/71](#), Schedule 2, Paragraphs 1 and 2
- [S.I. 2022/576](#), Regulation 3

The [statutory guidance](#) also recommends additional information be recorded. An extract of the appropriate information from each regulation and guidance can be read in Appendix 1.

Where a cancellation is to be made in accordance with this policy, that decision will be made by the appropriate Officer. The decision will be final as far as the Council is concerned in respect of upholding or cancelling a PCN where the circumstances are clearly in accordance with this policy. The decision will be explained in writing (by email or other digital means where possible) to the person who has contested the ticket and will aim to do so within 20 working days for informal challenges and within the statutory 56 days for formal representations.

PCN Waiving

In instances where mitigation, by way of evidence or other statement provided by the appellant is sufficient, a PCN may be waived. This differs in nature to instances where cancellation is necessary, as it relies on the submission of mitigation by the appellant.

The circumstances contained in the following table highlight exemplar mitigations where discretion might be applied. Discretion could be cited as a ground for challenge by motorists. The full facts of any case would be taken into consideration as it is an underlying principle of CPE that no case is binding on any other and each case shall be considered on the balance of its own merits. This is to be read in conjunction with the Operational Guidance issued by the Department for Transport.

Therefore, the mitigations and actions in Appendix 2 serve as an indication and must be treated as guidance only, both to appellants and council officers alike.

Where a PCN is to be waived in accordance with this policy, that decision will be made by the appropriate Officer. The decision will be final as far as the Council is concerned in respect of upholding or waiving a PCN where the circumstances are clearly in accordance with this policy. The decision will be explained in writing (by email or other digital means where possible) to the person who has contested the ticket and with the aim to do so within 20 working days for informal challenges and within the statutory 56 days for formal representations.

Important note:

The mitigations in Appendix 2 are in addition to the Statutory Grounds to make a formal representation, which is afforded only once a Notice to Owner letter has been sent to the DVLA registered owner/keeper of the vehicle. These Statutory Grounds are listed in Appendix 3. In accordance with a directive issued by the Local Government Ombudsman, full consideration will be given, and account taken of all formal representations received, whether they fall within the description of "Statutory Grounds" or not. Any other information the motorist or owner/keeper would like the Council to consider, has been included.

Appendix 1 – Required and Recommended PCN Information

S.I. 2022/71, Schedule 2, Paragraphs 1 and 2

“Meaning of “regulatory matters”

1. In this Schedule “the regulatory matters”, in relation to an alleged relevant road traffic contravention, means—
 - (a) the name of the enforcement authority,
 - (b) the registration mark of the vehicle involved in the alleged contravention,
 - (c) the date on and the time at which the alleged contravention occurred,
 - (d) the amount of the penalty charge, and
 - (e) the manner in which the penalty charge must be paid.”

“Particulars to be included in a penalty charge notice given under regulation 9

2. The information to be included in a penalty charge notice served under regulation 9 is—
 - (a) the date on which the notice is served,
 - (b) the regulatory matters,
 - (c) the grounds on which the civil enforcement officer issuing the notice believes that a penalty charge is payable,
 - (d) that the penalty charge must be paid within the period of 28 days beginning with the date on which the alleged contravention occurred,
 - (e) that if the penalty charge is paid no later than the applicable date, the penalty charge will be reduced by the amount of any applicable discount, and
 - (f) that if the penalty charge is not paid within the period of 28 days referred to in sub-paragraph (d), a notice to owner may be served by the enforcement authority on the owner of the vehicle.”

S.I. 2022/576, Regulation 3

“Information about right to make representations or appeal to be included in regulation 9 penalty charge notices and enforcement notices

3.—

- (1) A regulation 9 penalty charge notice must include the following information—
 - (a) that a person on whom a notice to owner is served may, in accordance with these Regulations, make representations to the enforcement authority against the penalty charge and, if those representations are rejected, appeal to an adjudicator;
 - (b) that if, before a notice to owner is served, representations against the penalty charge are received at such address as may be specified in the notice for the purpose those representations will be considered by the enforcement authority;
 - (c) that if a notice to owner is served despite the representations mentioned in sub-paragraph (b), representations against the penalty charge must be made to the enforcement authority in the form and manner and at the time specified in the notice to owner.
- (2) An enforcement notice must include the following information—
 - (a) that—
 - (i) the recipient may make representations against the penalty charge in accordance with regulation 5 of these Regulations, but
 - (ii) any such representations made outside the period of 28 days beginning with the date on which the notice is served (“the payment period”) may be disregarded;
 - (b) the nature of the representations which may be made under regulation 5;
 - (c) the form in which representations must be made;
 - (d) the address to which representations must be sent, including, as appropriate—
 - (i) an email address,

- (ii) a FAX telephone number,
 - (iii) the address of any website where representations may be submitted online (and the place on that website where the relevant facility may be accessed),
as well as a postal address;
 - (e) that the recipient may appeal to an adjudicator against any decision of the enforcement authority not to accept representations which are made—
 - (i) within the payment period, or
 - (ii) outside that period but not disregarded by the authority;
 - (f) the form and manner in which an appeal may be made;
 - (g) where the enforcement notice is a regulation 10 penalty charge notice served under regulation 10(2)(a) of the 2022 General Regulations (an “approved device notice”), the effect of paragraphs (3) and (4).
- (3) The recipient (“R”) of an approved device notice may, by notice in writing, request that the enforcement authority—
- (a) makes available, at one of its offices specified by R, free of charge and at a time during normal office hours so specified, for viewing by R or R’s representative the record of the alleged relevant road traffic contravention produced by the approved device pursuant to which the penalty charge was imposed, or
 - (b) provides R, free of charge, with such still images from that record as, in the authority’s opinion, establish the alleged relevant road traffic contravention.
- (4) The enforcement authority must comply with any request under paragraph (3) within a reasonable time.”

Statutory Guidance

“It is recommended that it also gives:

- detailed location of the vehicle (full street name)
- the contravention code
- observation start and finish times
- penalty charge notice number (all should be uniquely identifiable)
- CEO identification number”

Appendix 2 – Mitigating Circumstances

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
<p>MC01 where the motorist claims to have become unwell while driving.</p>	<p>If the motorist provides proof of a medical condition, temporary or permanent, that is consistent with the conditions described.</p> <p>When the notes made by the Civil Enforcement Officer support the motorist's representations.</p> <p>Medical conditions which affect a person's ability to drive must be reported to DVLA.</p>	<p>If the motorist cannot provide some proof of a medical condition, temporary or permanent, consistent with the conditions described.</p> <p>Or</p> <p>Where other evidence contradicts the motorist's claims.</p>	<p>Written medical evidence: The keeper should provide a letter from his/ her doctor or the passenger's doctor either confirming that he/ she has a medical condition that can result in the need for urgent stops or that such an incident is known to have occurred on the time & date in question.</p>
<p>MC02 where the motorist claims to be a doctor, nurse, health visitor, or carer attending a patient in an emergency.</p>	<p>If the motorist concerned possesses a Medical Dispensation badge (BMA, HEBS) that the Council concerned recognises and approves and/or is exempt under the relevant Order.</p> <p>Or</p> <p>If the motorist produces evidence that they were responding to an emergency and there was no nearby legal parking place.</p>	<p>If the motorist was not attending a patient in urgent circumstances or if there was legal parking spaces nearby.</p> <p>If motorist was parked outside their practice or other place of work for any reason other than to collect supplies for an urgent call.</p> <p>If motorist was parked in an area which does not correspond with claims made in representations, i.e. far from patients property, say, in a car park.</p>	
<p>MC03 where the motorist stopped the vehicle so they, or any vulnerable adult or child passenger, could use the toilet.</p>	<p>On production of medical evidence confirming a relevant medical condition and in support of the circumstances described in a representation.</p>	<p>In all other circumstances.</p>	<p>The keeper should provide a letter from their doctor, or their vulnerable adult or child passenger's doctor, confirming either:</p> <ul style="list-style-type: none"> • They a medical condition that can result in the need for urgent stops, or • Such an incident is known to have occurred on the time and date in question.

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC04 where the motorist was delayed in returning to their vehicle and parking time purchased had expired.	Only in exceptional circumstances such as a medical emergency.	<p>If the delay described by the motorist was entirely avoidable, e.g. queuing in a shop.</p> <p>If the motorist simply underestimated the time needed and could have reasonably purchased more time, i.e. when conducting business, shopping or commuting.</p> <p>If the motorist was unable to drive since parking due to excess alcohol in the body or had been detained and charged by the police.</p>	
MC05 where the motorist "fed" a meter or pay & display machine by buying subsequent time to park in the same place or returned to the same place within a specified and prohibited time period.	In no circumstances.	If the motorist overstays initial period of time purchased or returns within a period of 'No return'.	
MC06 where the motorist left the vehicle parked unattended in a pay and display location without a valid pay and ticket, season ticket, or voucher to obtain change for the pay and display machine and purchase a valid pay and ticket, season ticket, or voucher.	If the motorist returns to the vehicle with a valid pay and ticket, season ticket, or voucher (physical or digital) and the Civil Enforcement Officer is still at the vehicle.	If the Civil Enforcement Officer's notes indicate that the motorist returned to their vehicle, having completed their purpose for parking, while the PCN was being issued, i.e. carrying shopping, or had left vehicle in car park, or on-street pay and display area, while obtaining change.	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC07 where the motorist claims to have been unaware of charges or restrictions on the highway or in the off-street car park relating to vehicle's class or weight.	If reference to restrictions on adjacent signage or tariff board(s) are incorrect.	In all other circumstances.	
MC08 where the motorist claims to have been unaware of recent rise in tariff.	If statutory notices were not erected in accordance with procedural regulations.	If statutory notices were erected in accordance with procedural regulations and tariff board(s) were correct	
MC09 where the motorist had parked with one or more wheels outside of a marked bay in a car park.	Only in the most exceptional of circumstances that were outside the motorists control. Otherwise in no circumstances.	When clear and incontrovertible supporting evidence (authentic photographs/Sketch plan of the actual parking event, and not a later pose) is available. Note that civil Enforcement Officers generally take photographs of the actual position of the vehicle.	
MC10 where the motorist is a Blue Badge holder, or transporting a Blue Badge holder, and they did not have their Blue Badge and clock clearly on display.	In no circumstances.	If the motorist has previously had a PCN cancelled for the same contravention and has been warned to display a valid badge /time clock correctly in the future (prior warning). If the Blue Badge holder was not present in the vehicle at the time it was parked.	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
<p>MC11 where the motorist is a Blue Badge holder, or transporting a Blue Badge holder, and their Blue Badge and/or clock on display could not be read or had expired.</p>	<p>Only in exceptional circumstances.</p>	<p>If the motorist has previously had a PCN cancelled for the same contravention and has been warned to display a valid badge /time clock correctly in the future (prior warning).</p> <p>If the motorist was parked on a waiting restriction beyond the 3 hour time limit permitted by the Blue Badge Scheme, or on another restriction for which the Blue Badge does not provide an exemption.</p> <p>If the Blue Badge holder was not present in the vehicle at the time it was parked.</p> <p>If the badge was not authentic, was out of date, or otherwise invalid.</p>	
<p>MC12 where the motorist claims to have been unaware of the existence of a controlled parking zone.</p>	<p>If it can be established that the signing and marking of the CPZ is at fault.</p>	<p>In all other circumstances.</p>	
<p>MC13 where the motorist is parked with an expired authorisation, whether digital or on physical display.</p> <p>i.e. dispensation / waiver, parking place suspension, season ticket, or resident's, business, or visitor's permit.</p>	<p>If the renewal of the authorisation was delayed by the Council's administrative processes.</p> <p>If it can be established that other reasonably unforeseen circumstances delayed the renewal of an authorisation to park, e.g. sickness on the part of the applicant (supported by appropriate evidence).</p>	<p>In all other circumstances.</p> <p>In the event of more than one vehicle registration included on season ticket or permit, subsequent production of the season ticket will not necessarily cause automatic cancellation of the PCN as the season ticket or permit may have been used on some other vehicle.</p>	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC14 where the motorist is parked in contravention of a waiting / parking prohibition with an active resident, business, or visitor permit, whether digital or on physical display.	In no circumstances.	In all circumstances.	
MC15 where the motorist is a new resident or business within a controlled parking zone and is parked in a permit bay/zone without a valid permit, whether digital or on physical display.	In no circumstances.	In all circumstances.	
MC16 where the motorist assumed they were entitled to "a period of grace" before the PCN was issued.	The only grace period is in a paid for or limited waiting bay when 10 minutes additional time is to be given.	In all other circumstances.	
MC17 where the motorist claims that snow, foliage, fallen leaves or flooding covered the signs or markings.	If it can be established that such conditions prevailed and it is likely that signs and markings were obscured as claimed (at the time of the alleged contravention, and not some later time) and there was no alternative indication of the restriction.	<p>If it can be established that such conditions did not cause lines and signs to be obscured as claimed.</p> <p>If the Civil Enforcement Officer's notes, photographic evidence etc. directly contradict the motorist's version of events.</p> <p>If any reasonable alternative indication of the restriction was available to the motorist.</p> <p>If the location of the contravention was unlikely to be subject to the natural conditions described by the motorist, i.e. it was under cover.</p>	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC18 where the motorist claims that their vehicle had broken down.	<p>If the motorist is able to provide evidence of a breakdown and the vehicle could not be driven further.</p> <p>i.e. proof of vehicle recovery (e.g. VAT receipt from a garage or recovery note from a recognised roadside assistance service) or a bill of sale for repair or parts (e.g. VAT receipt for appropriate parts).</p>	<p>If the motorist is unable to provide evidence of any kind that their vehicle had broken down.</p> <p>If the cause of the vehicle “breaking down” was due to negligence on the part of the motorist, i.e. the vehicle had not been properly maintained, had run out of petrol or water or a similar reason. If the Civil Enforcement Officer’s notes contradict the motorist’s version of events.</p>	
MC19 where the motorist claims that they were attending an emergency or another vehicle that had broken down.	<p>If the motorist is able to provide reasonable proof of the emergency, i.e. a credible report of an accident or incident, or that they were attending to another vehicle that had broken down.</p>	<p>If the motorist is unable to provide evidence of any kind that they were attending an emergency or another vehicle which had broken down.</p> <p>If the Civil Enforcement Officer’s notes photographic evidence etc. contradict the motorist’s version of events, i.e. the motorist was not seen attending an emergency or another vehicle which was broken down.</p>	
MC20 where the motorist has purchased a P&D ticket but claims to have used the wrong P&D machine or, if a digital purchase, location.	<p>If it is agreed that the position of the ticket machine or, if a digital purchase, signage used by the motorist is likely to cause confusion.</p>	<p>If the ticket machine or, if a digital purchase, signage used by the motorist is positioned in such a place that confusion is not likely.</p> <p>If the motorist has had representations accepted for a similar contravention previously.</p>	
MC21 where the vehicle in question was on police, fire brigade or ambulance duties.	<p>If a senior officer of the service concerned supports the representations and there is no reason to doubt that the vehicle was engaged on operational activities.</p>	<p>In all other circumstances.</p>	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC22 where the motorist claims to have been collecting or depositing monies at a bank.	In no circumstances.	In all circumstances.	
MC23 where the motorist claims to have been unaware of a temporary parking restriction or special event restriction.	<p>If the motorist claims that there was no indication of the restriction, and the Civil Enforcement Officer's notes, photographic evidence etc. do not confirm that appropriate signing was in place.</p> <p>If the process followed to make the temporary order was defective in some way.</p>	If the Civil Enforcement Officer's notes, photographic evidence etc. confirm that the vehicle was parked in an area restricted by the Temporary Order or Notice, and that appropriate signing was in place and clearly visible.	
MC24 where the registered keeper liable for payment of the PCN is expected to be absent for a long period of time, e.g. is living abroad or is in prison.	In no circumstances.	In all circumstances.	
MC25 where the registered keeper liable for payment of the PCN is said to have died.	Where a copy of the death certificate is provided.	Where no supporting evidence is provided.	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC26 where the vehicle driven by the motorist is diplomatically registered.	<p>In all circumstances.</p> <p>A Notice to Owner should never be sent to the keeper of a diplomatically registered vehicle. Essex CC should be informed of all penalty charges un-recovered from keepers of diplomatically registered vehicles. They will pass information concerning these debts onto the Foreign and Commonwealth Office[Source – Secretary of State’s Traffic Management and Parking Guidance, Vienna Convention on Diplomatic Relations, Diplomatic Privileges Act 1964 and Government Report on Review of Vienna Convention...]</p>	In no circumstances.	
MC27 where the motorist received a Fixed Penalty Notice (FPN) from a police officer when parked in the same location.	To prevent ‘double jeopardy’, if confirmation and evidence provided by the police that proceedings for a criminal offence in connection with the same parking/waiting incident have been instituted.	In all other circumstances.	
MC28 where a Council officer or Member parked in contravention and claims to have been on Council business.	If the officer was carrying out emergency or other statutory work.	In all other circumstances.	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC29 where the motorist stopped to drop off someone.	<p>If the circumstances are seen by the Civil Enforcement Officer and boarding and/or alighting are permitted.</p> <p>If, in exceptional circumstances and subject to observations times, the motorist had to escort a passenger (vulnerable adult or child) to home, or school.</p>	If motorist was parked/stopped on school keep clear markings, pedestrian crossing, bus stop clearway.	
MC30 where motorist was unaware of the Overnight Waiting Ban/Commercial Vehicle waiting restriction.	If motorist was instructed / authorised to park in contravention of the restriction by the police and evidence of such is provided.	In all other circumstances.	
MC31 where motorist states they were in police custody when PCN issued.	<p>If evidence from the Police has been provided that they had instructed the motorist to leave the vehicle.</p> <p>If evidence from the Police of the time of arrest provides confirmation the motorist was legally parked and was unable to move vehicle before the restriction started.</p>	<p>If no evidence is provided.</p> <p>If the vehicle could have been legally parked before arrest.</p>	
MC32 where motorist states they were visiting a friend or relative in urgent circumstances.	If due to an emergency the parking contravention could not be avoided due to the exceptional nature of the incident.	<p>If motorist has already received a PCN, which has been cancelled for the same reason.</p> <p>If the Civil Enforcement Officer's contemporaneous computer handheld notes provides significant reason to doubt the sincerity of the representation.</p>	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC33 where the motorist claims they were parked on private property.	If land search maps confirm location is private property & not subject of the relevant Traffic Regulation Order. If there is insufficient evidence to establish location of vehicle.	In all other circumstances.	
MC39 where the motorist was delayed in returning to their vehicle parked in a limited waiting parking place.	<p>If supported by appropriate evidence, the motorist's representations claim that the delay in returning to the vehicle was caused by circumstances that were entirely unforeseen, unavoidable, and exceptional.</p> <p>If the motorist's vehicle had broken down, subject to concurrence with policy MC25, above).</p> <p>If the motorist was unable to drive, since parking the vehicle.</p>	<p>If the delay described by the motorist was not exceptional, i.e. queuing in a shop.</p> <p>If the motorist simply underestimated the time needed and could have reasonably purchased more time.</p> <p>If the motorist was unable to drive since parking due to excess alcohol in the body or had been detained by the police for any reason, unless subsequently released without charge or proven innocent.</p>	
MC35 where motorist had parked while asking directions / opening gates to private property.	If evidence provided by the Civil Enforcement Officer does not contradict representations.	In all other circumstances.	
MC36 where the motorist stopped to answer mobile phone.	In no circumstances.	In all circumstances.	
MC37 where the motorist states that the details on the PCN are incorrect, e.g. location.	If there is reason to doubt that the PCN was issued correctly, considering evidence provided by the Civil Enforcement Officer.	If the Penalty Charge Notice was fully and correctly completed.	

Mitigating Circumstance (MC)	May Accept Representations	May Reject Representations	Other Evidence or Notes
MC38 where the motorist states they were unaware of enforcement on Bank/Public holidays.	In no circumstances.	In all circumstances.	
MC39 where the motorist states that restriction was marked after the vehicle had been parked.	If records confirm that signing / lining / placement of cones or suspension notices was likely to have taken place after the vehicle parked.	If there is evidence to show that markings were already in place at the time of parking.	

Other events

Circumstance	Evidence	Notes
MC80 - Representation accepted – keeper not owner at time new keeper not known.	Written proof of disposal &, if possible, new keeper's details.	The alleged keeper must provide evidence that they were not the keeper at the time; e.g. bill of sale, DVLA confirmation or insurance confirmation. If there is no such evidence (e.g. the named keeper was never in fact the keeper) officers should ask him/her to swear an affidavit to this effect.
MC81 - Emergency services vehicle.	Written statement from the relevant organisation.	Officers should seek written confirmation from a senior officer of the service in question that the vehicle was on duty on the date & time in question.
MC82 -Police vehicle on duty.	Written statement from the relevant organisation.	Officers should seek written confirmation from a senior officer of the service in question that the vehicle was on duty on the date & time in question.
MC83 - Foreign vehicle.	Self-evident.	DVLA records do not include foreign vehicles. Whilst it is possible to make an enquiry to the national agency concerned (if known) this is unlikely to be pursued unless there are, for example, a large number of PCNs involved.
MC84 - DVLA information incorrect.	DVLA confirmation.	The information supplied by DVLA is that held on their databases at the time of the enquiry & may not be up to date. It is sensible to close the case (or to pursue a 'new' keeper) if the alleged keeper subsequently provides DVLA written confirmation that the information provided was incorrect as to his/ her ownership.

Circumstance	Evidence	Notes
MC85 - DVLA information – keeper not known.	DVLA confirmation.	If the response to a DVLA enquiry provides such information the case should be closed since enforcement is clearly impossible if a keeper cannot be identified.
MC86 - DVLA information – vehicle scrapped.	DVLA confirmation.	Not applicable
MC90 - Keeper moved no trace.	Notices returned by Royal Mail.	Name/ address databases checked; Electoral Register checked. Officers need to exercise care before relying on this information since it is known for keepers to instigate the return. It is better perhaps to either check the information through proprietary address databases or to allow the case to progress through for bailiffs to visit the address, particularly if there are several PCNs for a specific keeper.
MC91 - CEO error – Other.	Depends on circumstances.	Examples are missing or wrong information; e.g. CEO has omitted to specify a contravention.
MC92 - CEO error – PCN defaced/ altered/illegible.	Sight of original PCN.	Depends on circumstances. Alterations may mean that the downloaded details do not tally with the document the motorist received. If the PCN is defaced & illegible the motorist may not have been aware of important details (e.g. the alleged contravention).

Appendix 3 – Statutory Grounds for Representation

Statutory Grounds for representation which are detailed on a Notice to Owner are:

1. **'The contravention did not occur'** - The Civil Enforcement Officer (CEO) or Council got it wrong.
2. **'The penalty charge exceeded the relevant amount'** - You were overcharged.
3. **'The Traffic Regulation Order was invalid'** - The Council added a new restriction, such as a yellow line and did not follow proper procedures in doing so.
4. **'The motorist was not the owner/keeper of the vehicle at the time of the contravention'** - You were not the owner when the 'offence' took place.
5. **'The vehicle had been taken without owner's consent'** - Your vehicle was stolen and the thief committed the offence.
6. **'The owner is a hire company and have supplied the name of the hirer'** - A Hire Car Company owns the car. However, it was rented out to someone at the time of the PCN and their name and address has been given to the Council.
7. **'There has been a procedural impropriety on behalf of the authority'** - The Council made an administrative error.
8. **'Penalty Charge Notice was paid, either in full or at discounted rate within the discount period'** - You have paid the relevant fine in time, so it should not have been increased.

The below only applies to postal PCNs.

9. The CEO was not prevented from serving the penalty charge in accordance with regulation 9 or 9a. The PCN was sent by post because:
 - The authority claims that the CEO was prevented from putting it on the vehicle or handing it to the driver but in fact, the CEO was not.

Appendix B – Current Enforcement and Discretion Policy

Guidance for the Enforcement of Penalty Charge Notices

Introduction

Parking Managers have prepared the following policy guidance in respect of Civil Parking Enforcement.

The policies in this document are intended to inform the public and provide guidance to council employees working in the enforcement of parking regulations; this is consistent with current best practice and aims to provide clarity, consistency and transparency within the enforcement process and compliance with the aspirations of the Traffic Penalty Tribunal and the Local Government Ombudsman.

What is important about these policies is that they represent a foundation upon which fairness and discretion can be applied. The importance of flexibility in these matters has been recognised by the courts and, as a consequence, decisions made by councils must not be fettered by being unduly formulaic.

The policies address the following:

- *Observation times for enforcement staff*
- *The statutory grounds upon which representations may be made*
- *Mitigating circumstances*
- *The acceptance or rejection of representations*

It is important to recognise that each case will be considered on its own merits, matters of proportionality, objectivity, fairness and reasonableness should be paramount.

The following is therefore a guide for information.

These policies will be subject to ongoing review.

Important note:

The following are in addition to the Statutory Grounds to make representation. In accordance with a directive issued by the Local Government Ombudsman, full consideration will be given and account taken of all representations received, whether or not they fall within the description of "Statutory Grounds". Any other information the motorist or owner/keeper would like the Council to consider, has been included.

Mitigating Circumstances

The circumstances contained in the following table highlight exemplar cases where discretion might be applied. Discretion could be cited as a ground for challenge by motorists. This is a discretion guidance policy – the full facts of the case would be taken into consideration as it is an underlying principle of CPE that no case is binding on any other and each case shall be considered on the balance of its own merits. This is to be read in conjunction with the Operational Guidance issued by the Department for Transport.

	MAY ACCEPT REPRESENTATIONS	MAY REJECT REPRESENTATIONS	Other evidence or notes
MC01 where the motorist claims to have become unwell while driving	If the motorist provides proof of a medical condition, temporary or permanent, that is consistent with the conditions described. When the notes made by the Civil Enforcement Officer support the motorist's representations. Medical conditions which affect a person's ability to drive must be reported to DVLA.	If the motorist cannot provide some proof of a medical condition, temporary or permanent, consistent with the conditions described. Or Where other evidence contradicts the motorist's claims	Written medical evidence: The keeper should provide a letter from his/ her doctor or the passenger's doctor either confirming that he/ she has a medical condition that can result in the need for urgent stops or that such an incident is known to have occurred on the time & date in question
MC02 where the motorist claims to be a doctor, nurse, health visitor attending a patient in an emergency	If the motorist concerned possesses a Medical Dispensation badge (BMA, HEBS) that the Council concerned recognises and approves and/or is exempt under the relevant Order. Or If the motorist produces evidence that they were responding to an emergency and there was no nearby legal parking place.	If the motorist was not attending a patient in urgent circumstances or if there was legal parking spaces nearby. If motorist was parked outside their practice or other place of work for any reason other than to collect supplies for an urgent call If motorist was parked in an area which does not correspond with claims made in representations, i.e. far from patients property, say, in a car park	
MC03 where the motorist stopped to use the toilet	On production of medical evidence confirming a relevant medical condition and in support of the circumstances described in a representation.	In all other circumstances	The keeper should provide a letter from his/ her or the passenger's doctor either confirming that he/ she has a medical condition that can result in the need for urgent stops or that such an incident is known to have occurred on the time & date in question.
MC04 where the motorist stopped to collect (prescribed) medication from a chemist	Only in the most grave, urgent and exceptional of circumstances and the use of a 'legal' parking place would have caused an unacceptable delay.	In any lesser circumstances.	The keeper should provide a letter from his/ her or the passenger's doctor either confirming that he/ she has a medical condition that can result in the need for urgent stops or that such an incident is known to have occurred on the time & date in question.
MC05 where the motorist was a patient visiting a doctor's surgery	If the motorist can provide a letter from a doctor to confirm that the visit was of an emergency nature and was unable to walk from the nearest legal parking space.	If the motorist was not the patient but only driving the vehicle carrying the patient If the motorist was attending a pre-arranged, non-urgent appointment. If the motorist could reasonably have been expected to park legally elsewhere.	The keeper should provide a letter from his/ her or the passenger's doctor either confirming that he/ she has a medical condition and could not reasonably have walked from a legal parking place.
MC06 where the motorist claims to have been recently bereaved	Only in exceptional circumstances.	Only if there is a significant reason to doubt the sincerity of representations, i.e. the Civil Enforcement Officer's notes indicating that the motorist was going about a normal day, say, shopping or	A copy of the Certificate would prove beyond doubt.

		working, or the bereavement considered to be a long time ago	
MC07 where the motorist was delayed in returning to their vehicle and parking time purchased had expired	Only in exceptional circumstances such as a medical emergency	If the delay described by the motorist was entirely avoidable, e.g. queuing in a shop. If the motorist simply underestimated the time needed and could have reasonably purchased more time, i.e. when conducting business, shopping or commuting. If the motorist was unable to drive since parking due to excess alcohol in the body or had been detained and charged by the police.	
MC08 where the motorist "fed" a meter or pay & display machine by buying subsequent time to park in the same place or returned to the same place within a specified and prohibited time period	In no circumstances	If the motorist overstays initial period of time purchased or returns within a period of 'No return'	
MC09 where the motorist left the vehicle parked without a valid ticket on display to obtain change	If the motorist returns to the vehicle with a valid Pay and Display ticket and the Civil Enforcement Officer is still at the vehicle.	If the Civil Enforcement Officer's notes indicate that the motorist returned to their vehicle, having completed their purpose for parking, while the PCN was being issued, i.e. carrying shopping, or had left vehicle in car park, or on-street	

		pay and display area, while obtaining change	
MC10 where the motorist claims to have been unaware of charges or restriction in the car park relating to vehicle's class or weight	If reference to restrictions on tariff board(s) are incorrect.	In all other circumstances	
MC11 where the motorist claims to have been unaware of recent rise in tariff	If statutory notices were not erected in accordance with procedural regulations.	If statutory notices were erected in accordance with procedural regulations and tariff board(s) were correct	
MC12 where the motorist had parked with one or more wheels outside of a marked bay in a car park	Only in the most exceptional of circumstances that were outside the motorists control. Otherwise in no circumstances	When clear and incontrovertible supporting evidence (authentic photographs/Sketch plan of the actual parking event, and not a later pose) is available. Note that civil Enforcement Officers generally take photographs of the actual position of the vehicle.	
MC13 where the motorist is a Blue Badge holder/transporting a Blue Badge holder and they did not have their Blue Badge and/or clock on display or could not be read or had expired	Only in exceptional circumstances.	If the motorist has previously had a PCN cancelled for the same contravention and has been warned to display a valid badge /time clock correctly in the future (prior warning). If the motorist was parked on a waiting restriction beyond the 3 hour time limit permitted by the Blue Badge Scheme, or on another restriction for which the Blue Badge does not provide an	

		exemption. If the Blue Badge holder was not present in the vehicle at the time it was parked. If the badge was not authentic, was out of date, or otherwise invalid.	
MC14 where the motorist claims to have been unaware of the existence of a controlled parking zone	If it can be established that the signing and marking of the CPZ is at fault.	In all other circumstances	
MC15 where the motorist was displaying an expired authorisation to park, i.e. waiver, parking place suspension, season ticket, resident's permit, business permit or visitor's permit	If the renewal of the authorisation was delayed by the Council's administrative processes If it can be established that other reasonably unforeseen circumstances delayed the renewal of an authorisation to park, e.g. sickness on the part of the applicant or a postal dispute/delays (supported by appropriate evidence) In the case of season tickets and resident's / business parking permits only, if the authorisation had expired by less than 7 days	In all other circumstances In the event of more than one vehicle registration included on season ticket or permit, subsequent production of the season ticket will not necessarily cause automatic cancellation of the PCN as the season ticket or permit may have been used on some other vehicle	
MC16 where the	In no circumstances.	On all occasions	
motorist is parked in contravention of a waiting/parking prohibition whilst displaying a resident's visitor permit			
MC17 where the motorist is a new resident within a controlled parking zone and had parked in a resident's bay without displaying a valid resident's permit	In no circumstances.	On all occasions	
MC18 where the motorist had parked incorrectly in a controlled bay on-street	In no circumstances.	On all occasions	
MC19 where the motorist assumed that they were entitled to "a period of grace" before the PCN was issued	In no circumstances. The only grace period is in a paid for or limited waiting bay when 10 minutes additional time is to be given.	In all circumstances.	
MC20 where the motorist claims they were attending a funeral	Where there is no reason to doubt the sincerity of the representations.	In all other circumstances.	
MC21 where the motorist claims that	If it can be established that such conditions prevailed and	If it can be established that such conditions did not cause lines and signs	

snow, foliage, fallen leaves or flooding covered the signs or markings	it is likely that signs and markings were obscured as claimed (at the time of the alleged contravention, and not some later time) and there was no alternative indication of the restriction.	to be obscured as claimed. If the Civil Enforcement Officer's notes, photographic evidence etc. directly contradict the motorist's version of events. If any reasonable alternative indication of the restriction was available to the motorist. If the location of the contravention was unlikely to be subject to the natural conditions described by the motorist, i.e. it was under cover	
MC22 where the motorist claims that their vehicle had broken down	If the motorist is able to provide evidence of a breakdown, i.e. proof of vehicle recovery (e.g. VAT receipt from a garage or recovery note from a recognised roadside assistance service) or a bill of sale for repair or parts (e.g. VAT receipt for appropriate parts).	If the motorist is unable to provide evidence of any kind that their vehicle had broken down If the cause of the vehicle "breaking down" was due to negligence on the part of the motorist, i.e. the vehicle had not been properly maintained, had run out of petrol or water or a similar reason If the Civil Enforcement Officer's notes contradict the motorist's version of events.	
MC23 where the motorist claims that they were attending an emergency or another vehicle that had broken down	If the motorist is able to provide reasonable proof of the emergency, i.e. a credible report of an accident or incident, or that they were attending to another vehicle	If the motorist is unable to provide evidence of any kind that they were attending an emergency or another vehicle which had broken down. If the Civil Enforcement Officer's notes photographic evidence etc. contradict	

	that had broken down.	the motorist's version of events, i.e. the motorist was not seen attending an emergency or another vehicle which was broken down	
MC24 where the motorist claims to have put money into the wrong ticket machine	If it is agreed that the position of the ticket machine used by the motorist is likely to cause confusion.	If the ticket machine used by the motorist is positioned in such a place that confusion is not likely. If the motorist has had representations accepted for a similar contravention previously.	
MC25 where the vehicle in question was on police, fire brigade or ambulance duties	If a senior officer of the service concerned supports the representations and there is no reason to doubt that the vehicle was engaged on operational activities.	In all other circumstances	
MC26 where the motorist claims to have been collecting or depositing monies at a bank	In no circumstances.	On all occasions.	
MC27 where the motorist claims to have been unaware of a temporary parking restriction or special event restriction	If the motorist claims that there was no indication of the restriction, and the Civil Enforcement Officer's notes, photographic evidence etc. do not confirm that appropriate signing was in place. If the process followed to make	If the Civil Enforcement Officer's notes, photographic evidence etc. confirm that the vehicle was parked in an area restricted by the Temporary Order or Notice, and that appropriate signing was in place and clearly visible.	

	the temporary order was defective in some way.		
MC28 where the registered keeper liable for payment of the PCN is expected to be absent for a long period of time, e.g. is living abroad or is in prison	In no circumstances	On all occasions	
MC29 where the registered keeper liable for payment of the PCN is said to have died	Where a copy of the death certificate is provided.	Where no supporting evidence is provided.	
MC30 where the vehicle driven by the motorist is diplomatically registered	In all circumstances. A Notice to Owner should never be sent to the keeper of a diplomatically registered vehicle. Essex CC should be informed of all penalty charges un-recovered from keepers of diplomatically registered vehicles. They will pass information concerning these debts onto the Foreign and Commonwealth Office[Source – Secretary of State's Traffic Management and Parking Guidance, Vienna Convention on Diplomatic Relations,	In no circumstances	
	Diplomatic Privileges Act 1964 and Government Report on Review of Vienna Convention...]		
MC31 where the motorist received a Fixed Penalty Notice (FPN) from a police officer when parked in the same location	To prevent 'double jeopardy', if confirmation provided by the police that proceedings for a criminal offence in connection with the same parking/waiting incident have been instituted.	In all other circumstances	
MC32 where a Council officer or Member parked in contravention and claims to have been on Council business	If the officer was carrying out emergency or other statutory work.	In all other circumstances.	
MC33 where the motorist stopped to drop off someone	If the circumstances are seen by the Civil Enforcement Officer. If, in exceptional circumstances and subject to observations times, the motorist had to escort a passenger (child, elderly or disabled person) to home, or school.	If motorist was parked/stopped on school keep clear markings, pedestrian crossing, bus stop clearway	
MC34 where motorist was unaware of the Overnight Waiting Ban/Commercial	If motorist was instructed / authorised to park in contravention of the restriction by the police.	In all other circumstances	

Vehicle waiting restriction			
MC35 where motorist states they were in police custody when PCN issued	If proof (from the Police) has been provided that the police had instructed the motorist to leave the vehicle. If the time of arrest (proof required from the Police) provides confirmation that motorist was legally parked and was unable to move vehicle before the restriction started	If no proof provided. If vehicle could have been legally parked before arrest	
MC36 where motorist states they were visiting a friend or relative in urgent circumstances	If due to an emergency the parking contravention could not be avoided due to the exceptional nature of the incident.	If motorist has already received a PCN, which has been cancelled for the same reason. If the Civil Enforcement Officer's Pocket Book notes provides significant reason to doubt sincerity of representation	
MC37 where the motorist claims there was no legal place to park	Only in the most exceptional of circumstances	In the absence of exceptional circumstances	
MC38 where the motorist claims they were parked on private property	If land search maps confirm location is private property & not subject of the relevant Traffic Regulation Order. If there is insufficient evidence to establish location of vehicle	In all other circumstances	
MC39 where the motorist was delayed in returning to their vehicle parked in a limited waiting parking place	If supported by appropriate evidence, the motorist's representations claim that the delay in returning to the vehicle was caused by circumstances that were entirely unforeseen, unavoidable and exceptional. If the motorist's vehicle had broken down, subject to concurrence with policy MC25, above). If the motorist was unable to drive, since parking the vehicle.	If the delay described by the motorist was not exceptional, i.e. queuing in a shop. If the motorist simply underestimated the time needed and could have reasonably purchased more time. If the motorist was unable to drive since parking due to excess alcohol in the body or had been were detained by the police for any reason, unless subsequently released without charge or proven innocent	
MC40 where motorist had parked while asking directions / opening gates to private property	If evidence provided by the Civil Enforcement Officer does not contradict representations.	In all other circumstances	
MC41 where the motorist stopped to answer mobile phone	In no circumstances	On all occasions	
MC42 where the motorist states that the details on the PCN are incorrect, e.g. location	If there is reason to doubt that the PCN was issued correctly, taking into account evidence provided by the Civil Enforcement Officer.	If the Penalty Charge Notice was fully and correctly completed.	
MC43 where the motorist states they were unaware of enforcement on	In no circumstances	On all occasions	

Bank/Public holidays			
MC44 where the motorist states that restriction was marked after the vehicle had been parked	If records confirm that signing/lining/placement of cones or suspension notices was likely to have taken place after the vehicle parked.	If there is evidence to show that markings were already in place at the time of parking.	

Other events

Circumstance	Evidence	Notes
MC80 - Representation accepted – keeper not owner at time new keeper not known	Written proof of disposal &, if possible, new keeper's details	The alleged keeper should provide evidence that he/ she was not the keeper at the time; e.g. bill of sale, DVLA confirmation or insurance confirmation. If there is no such evidence (e.g. the named keeper was never in fact the keeper) officers should ask him/her to swear an affidavit to this effect.
MC81 - Emergency services vehicle	Written statement from the relevant organisation	Officers should seek written confirmation from a senior officer of the service in question that the vehicle was on duty on the date & time in question.
MC82 -Police vehicle on duty	Written statement from the relevant organisation	Officers should seek written confirmation from a senior officer of the service in question that the vehicle was on duty on the date & time in question.
MC83 - Foreign vehicle	Self evident	DVLA records do not include foreign vehicles. Whilst it is possible to make an enquiry to the national agency concerned (if known) this is unlikely to be pursued unless there are, for example, a large number of PCNs involved.
MC84 - DVLA information incorrect	DVLA confirmation	The information supplied by DVLA is that held on their databases at the time of the enquiry & may not be up to date. It is sensible to close the case (or to pursue a 'new' keeper) if the alleged keeper subsequently provides DVLA written confirmation that the information provided was incorrect as to his/ her ownership.
MC85 - DVLA information – keeper not known	DVLA confirmation	If the response to a DVLA enquiry provides such information the case should be closed since enforcement is clearly impossible if a keeper cannot be identified.
MC86 - DVLA information – vehicle scrapped	DVLA confirmation	Not applicable

Circumstance	Evidence	Notes
MC90 - Keeper moved no trace	Notices returned by Royal Mail;	Name/ address databases checked; Electoral Register checked. Officers need to exercise care before relying on this information since it is known for keepers to instigate the return. It is better perhaps to either check the information through proprietary address databases or to allow the case to progress through for bailiffs to visit the address, particularly if there are several PCNs for a specific keeper.
MC91 - CEO error – Other	Depends on circumstances	Examples are missing or wrong information; e.g. CEO has omitted to specify a contravention.
MC92 - CEO error – PCN defaced/ altered/illegible	Sight of original PCN	Depends on circumstances. Alterations may mean that the downloaded details do not tally with the document the motorist received. If the PCN is defaced & illegible the motorist may not have been aware of important details (e.g. the alleged contravention).



North Essex Parking Partnership

Meeting Date: 9 November 2023
Title: **Forward Plan 2023-2024**
Author: Owen Howell – Democratic Services, Colchester City Council
Presented by: Owen Howell – Democratic Services, Colchester City Council

This report concerns the 2023-24 Forward Plan of meetings for the North Essex Parking Partnership.

1. **Recommended Decision(s)**

- 1.1 To note and approve the North Essex Parking Partnership Forward Plan for 2023-24.

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

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

3. **Supporting Information**

- 3.1 The Forward Plan is reviewed regularly to provide an update on those items that need to be included on future agendas and incorporate requests from Joint Committee members on issues that they wish to be discussed. Additional items can be added at the Joint Committee's request, and when issues which arise during the year require consideration by the Joint Committee.

4. **Meetings; start times and venues for 2023-24**

- 4.1 Meetings of the Joint Committee have been held at 1pm for a number of years now, with this time best suiting the membership in the year this time was set. We have received a request from one member of the Joint Committee to look at potentially changing this start time, possibly to move to evening meetings, in order to better cater to the demands on Joint Committee members who are balancing membership with the demands of their careers. The Joint Committee is therefore invited to consider whether to change the start times for its meetings.
- 4.2 The revolving hosting of Joint Committee meetings by the Partnership local authorities means that the next meeting is to be hosted by Tendring District Council at 1pm on 21 December 2023, in the Council Chamber at Epping Forest District Council.

5. Appendices

5.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2023-24.

**NORTH ESSEX PARKING PARTNERSHIP (NEPP)
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2023-24**

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	8 June 2023, 10am Microsoft Teams - online	22 June 2023 1.00pm, Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update Fees and Charges 2023-24 Obstructive Parking Update Forward Plan '23/24	Hayley McGrath (CCC) Hayley McGrath (CCC) Richard Walker/ Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	26 October 2023, 10am Microsoft Teams - online.	9 November 2023 1.00pm, Venue: Clacton Town Hall, Clacton-on-Sea, CO15 1SE	Technical report and Traffic Order Scheme Prioritisation Financial Report Enforcement Discretion and Cancellation Policy Obstructive Parking Update Forward Plan '23/24	Jason Butcher (PP) Richard Walker/ Lou Belgrove (PP) Jason Butcher (PP) Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	7 December 2023, 10am Microsoft Teams - online	21 December 2023 1.00pm, Venue: Council Chamber, Epping	NEPP Financial Update Potential for introducing on-street pay and display in various districts Draft Budget/Business Plan for 2024/25*	Richard Walker (PP) Jason Butcher (PP) Richard Walker (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
		Forest District Council CM16 4BZ	Whether to cease camera operations or how to make savings* Transformation/revised Business Development Plan overview.* Obstructive Parking Update Forward Plan '23/24 and' 24/25 Dates	Jake England (PP) Richard Walker/ Jake England (PP) Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	7 March 2024, 10am Microsoft Teams - online	21 March 2024 1.00pm, Venue: Harlow Civic Centre, The Water Gardens, College Square, Harlow CM20 1WG	NEPP Financial Update Obstructive Parking Update Forward Plan '23/24	Richard Walker (PP) Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	6 June 2024, 10am Microsoft Teams - online	20 June 2024 1.00pm, Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update Obstructive Parking Update Forward Plan '24/25	Hayley McGrath (CCC) Hayley McGrath (CCC) Richard Walker (PP) Richard Walker (PP) Owen Howell (CCC)

NB: Items marked with an asterisk are being provisionally scheduled, but may need to come to a later meeting in the calendar if the necessary information is not available for the report writing process to go ahead for inclusion at the meeting against which they appear above.

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