



North Essex Parking Partnership

Joint Committee On-Street Parking

Grand Jury Room
Colchester Town Hall
High Street, CO1 1PJ

1 February 2024 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 1 February 2024. Meeting to be held at
Colchester Town Hall, High Street, Colchester CO1 1PJ

Agenda

Attendees

Executive Members:-

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

Officers:-

Jason Butcher (Parking Partnership)
Jake England (Parking Partnership)
Jo Heynes (Essex County Council)
Amelia Hoke (Epping Forest)
Owen Howell (Colchester City Council)
Dean James (Harlow)
Mike Kelly (Harlow)
Angela Knight (Uttlesford)
Andrew Nepean (Tendring)
Paul Partridge (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

To approve as a correct record the draft minutes of the Joint Committee meeting held on 9 November 2023.

7-12

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. Financial Report and Business Plan
This report updates Members on the North Essex Parking Partnership's finances and asks Members to approve the NEPP budget for 2024/25. | Chris Hartgrove | 13-18 |
| 8. NEPP Business Plan
This report summarises the contents of the NEPP Business Plan. | Richard Walker | 19-36 |
| 9. Traffic Regulation Order Update and Application Decision Report
This report seeks a decision to either approve, defer or reject Traffic Regulation Order proposals from the list of applications that have been received. This includes self-financing schemes which will introduce additional income to the service. The report also highlights the significant work performed by the Technical Team during 2023. | Jason Butcher | 37-52 |
| 10. Additional On-Street Paid parking
To consider approving the advertising of a number of paid parking sites across the Partnership area; the treatment of income from these sites; setting the tariff for all Partnership sites including these new sites with a mechanism for annual reviews; providing alternative governance options; reviewing Resident Parking and other fees by inflation annually; and delegating the making of the required Orders to the Chair and Head of Service. | Jason Butcher | 53-62 |
| 11. Obstructive Parking
Verbal update on the situation regarding potential future changes relating to obstructive/pavement parking. | Richard Walker | N/A |
| 12. Forward Plan 2023-24
To note the North Essex Parking Partnership Forward Plan for 2023-24 and approve meeting dates for 2024-25. | Owen Howell | 63-68 |

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

**9 November 2023 at 1.00pm
Committee Room, Town Hall, Station Road
Clacton-On-Sea CO15 9SH.**

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 Dan Land (Essex County Council) [Chairman]
Councillor Nicky Purse (Harlow District Council)

Substitutions:

There were no substitutions at the meeting.

Apologies:

Apologies received from Councillor Sam Kane (Epping Forest District Council).

Also Present:

Richard Barrett (Tendring District Council)
Jason Butcher (Parking Partnership)
Richard Clifford (Colchester City Council)
Jake England (Parking Partnership)
Councillor Alan Goggin (Tendring District Council)
Chris Hartgrove (Colchester City Council) [Attended remotely via Zoom]
Amelia Hoke (Epping Forest District Council)
Owen Howell (Colchester City Council)
Dean James (Harlow District Council)
Michael Kelly (Harlow District Council)
Angela Knight (Uttlesford District Council) [Attended remotely via Zoom]
Hayley McGrath (Colchester City Council)
Andrew Nepean (Tendring District Council)
Samir Pandya (Braintree District Council)
Mel Rundle (Colchester City Council)
Richard Walker (Parking Partnership)

156. Minutes

A member of the Joint Committee noted that the minutes held a record of actions requested by the Joint Committee, and that these needed following up on, to ensure that they were completed.

RESOLVED that the minutes of the meeting held on 22 June 2023 be approved as an accurate record.

157. Financial Report

The Chairman informed the Joint Committee that the Financial Report would be considered before the Traffic Regulation Report which preceded it on the agenda for this meeting.

Richard Walker, Group Manager, summarised the challenging year being experienced, and the improvement in Penalty Charge Notice [PCN] income base compared to the previous year. The issuing of PCNs represented the biggest cost and income stream for the NEPP. Other income streams were from fees and charges, and from on-street pay and display.

Recruitment had been a struggle, but this had improved, including recruitment to Civil Enforcement Officer [CEO] positions. Some posts had remained unfilled, and a vacancy saving realised.

A rescue plan was being put in place to remedy the budget deficit and to rebuild the NEPP's reserves. The details were reviewed with all Client Officers, with projections that the NEPP would reach year end on budget. This assumed a four percent rise in the total cost of salaries for the year. Client Officers had requested a 'worst case' scenario to be given. This was the reason for the laying out of the impact should the salary bill increase by four percent, seven percent and eleven percent. An increase in the total salary cost of eleven percent was predicted to cause a deficit of £160k for the NEPP.

The Group Manager referenced questions and concerns about the NEPP Agreement, giving his view that Appendix E dealt with matters of financial performance and activities in retrospect, whilst Appendix F looked forward into actions in future years, such as the cessation of discretionary Traffic Regulation Order [TRO] works in the event of a budget deficit developing. The Group Manager stated that the Agreement dictated that, as soon as a budget deficit was encountered, this should be reported to the next meeting of the Joint Committee, which would officially be this meeting. Then plans would need to be presented to the following quarter's meeting, to lay out how the partner authorities in deficit would act to return the NEPP to a balanced budget. Then the plans would be put into action and would have twelve months to be carried out. Formal legal guidance and interpretation of the Agreement's content on this was being sought.

The Group Manager was asked who held the position of Treasurer for the NEPP,

as referred to within the NEPP Agreement. The Group Manager surmised that the Treasurer role was carried out by the Section 151 Officer for Colchester City Council, the Lead Authority. Chris Hartgrove, Deputy Head of Finance and Deputy Section 151 Officer for Colchester City Council, agreed to get clarification, stating that it was reasonable to assume that he would be Deputy Treasurer to the NEPP. The Deputy Head of Finance also agreed to get answers regarding the process for signing off the NEPP accounts and would confirm these with the partners. A member of the Joint Committee expressed surprise that there was not certainty regarding the role of Treasurer, and concern that questions put to the Lead Authority's Section 151 Officer had not been answered. The current financial position was described by the Joint Committee member as being difficult and unsustainable, with a lack of information being given on the finances and accounting.

Richard Barrett, Section 151 Officer to Tendring District Council, stated that information was needed to enable informed decision making. Questions about the finances and NEPP Agreement included questions as to how the NEPP and its partners discharged their functions, with partners needing to decide what funding to set. The Group Manager and Colchester's Deputy Head of Finance were asked to confirm whether there was confidence in the financial position presented to the Joint Committee. The Chairman gave assurances that every effort would be made to get the required answers to questions.

A Committee member raised the expected budget deficit and reserves situation and requirements, under the NEPP Agreement. The Committee was being asked, at this meeting, to approve further spending on Traffic Regulation Orders [TROs]. The Committee member stated that the NEPP Agreement said that such spending should be halted, if the Partnership were to find itself with a budget deficit, and that the Committee was being asked to decide to authorise such spending. A request was made by the Joint Committee member for the Section 151 Officer of Colchester City Council to release a statement to all Section 151 Officers of the partner authorities, to state that the NEPP was operating outside of the Agreement and to provide information of the effect on NEPP finances and on the expected end-of-year position. The Group Manager agreed that this could be done.

Officers were asked as to when the NEPP accounts had last been audited, as there was no audit statement with the Financial Report. The Deputy Head of Finance and Deputy Section 151 Officer for Colchester City Council suggested that a meeting be held with all relevant Section 151 Officers to give a response to the questions and concerns, and to bring a report to the next meeting [on 21 December 2023]. This would include a discussion on how any deficit would be shared between the local authorities. Regarding auditing, the NEPP had been affected by the sector-wide backlog in external audit work, alongside other local government organisations. The Chairman noted that this was not the first time that concerns had been raised, and pushed for a quick response to give clarity and certainty to the partners.

A Committee member emphasised the importance of clarifying whether the scheduled approval of TROs, due to happen at this meeting, was outside of the

terms of the NEPP Agreement. The Group Manager explained that the cessation of TROs was covered within Appendix F of the NEPP Agreement, talking of new TRO plans, to be designed in the future and covered under future years' business plans, rather than the TROs which had been tabled for decision at this meeting. Uncertainty still applied to these future business plans, as the decision on the pay award for 2023-24 was still outstanding. The Group Manager suggested that it may be prudent not to approve TROs at this stage, as they would have an impact on the NEPP's finances in future years. The TROs under consideration on this agenda had a total value of around £42k, which was not substantial, but was a meaningful amount in regard to the overall level of deficit.

A Committee member disagreed with the Group Manager's interpretation of Appendices E and F to the NEPP Agreement, asking for clarity before any decision be taken on approving new TROs and cautioning that they did not have confidence that the recovery plan would return the NEPP finances to a balanced budget and required level of reserves. The Agreement stated that the NEPP must maintain a set deficit reserve fund level of £400k, which would need to be rebuilt, in addition to eradicating the budget deficit.

Joint Committee members suggested waiting until the JPC meeting of 21 December 2024 to decide whether to approve the TROs recommended for approval by the partner local authorities.

RESOLVED that a meeting be set up for the NEPP partners' Section 151 Officers to meet, to discuss and gain assurances regarding the questions and concerns raised as to the financial position and accounting of the NEPP, and the relevant parts of the NEPP Agreement.

158. Traffic Regulation Order Update and Application Decision Report

Mr Ireland attended the meeting and, with consent from the Chair, addressed the Joint Committee in support of potential Traffic Regulation Order [TRO] T23516631 [Resident Permits for The Street, Takeley]. Mr Ireland outlined the local support for this suggested TRO, with a petition having been carried out to inform residents and collect support. The background was given, with houses on one side of The Street having parking areas, and the setting out of parking bays for houses with no parking. Mr Ireland described the interactions with officers, followed by the collecting of local support, stating that 84% of residents were in favour, with only one resident found who did not support the proposal. Mr Ireland explained that there was a consensus amongst residents that they would be willing to fund any deficit that the scheme incurred, if approved. Mr Ireland explained that the Street experienced heavy parking at times, with surveying showing full parking usage during holidays and Christmas.

A statement was read out on behalf of Mr Geoff Smith, regarding potential TRO T15499454, relating to The Summit, Loughton. Mr Smith to welcome the inclusion of waiting restrictions, and to suggest that waiting restrictions should apply to the main entrance of The Summit, from Baldwins Hill, up to the houses facing on to The Summit, and to the narrower part of the road, with three houses. Mr Smith advocated for a Monday to Friday two-hour parking restriction.

Jason Butcher, Group Development Manager, explained that TRO T15499454 only included red line restrictions.

RESOLVED that this item be deferred and be brought back for consideration at the Joint Committee meeting scheduled for 21 December 2023.

159. Civil Enforcement Discretion and Cancellation Policy

Jake England, Group Operating Manager, introduced the updated Policy, reviewed and updated as part of the ongoing updating of policies, as recommended by internal audit. This policy represented an amalgamation of the Penalty Charge Notice [PCN] Cancellation Policy and the Enforcement Discretion Policy. An explanation was given of the difference between the cancelling of PCNs [where the law dictates cancellation being necessary] and the waiving of PCNs [where mitigating circumstances lead to discretionary action not to enforce restrictions in specific cases].

Officers were asked, in future, to show tracked changes to policies being reviewed and updated, to show where changes were being recommended. A request was also made for the removal of outdated language, such as 'feeding a meter' and reflect new technology, such as 'phone apps, and the scenarios they present.

RESOLVED that the updated Civil Enforcement Discretion and Cancellation Policy be approved.

160. Obstructive Parking update

Richard Walker, Group Manager, confirmed that there had been no progress made, by Government, on this issue.

161. Forward Plan 2023-2024

Councillor Nicky Purse noted that, on 19 December 2022, there had been consideration of changes to the scoring of Traffic Regulation Orders [TROs], but no decision made. Councillor Purse queried whether the changes had been agreed, and Jason Butcher, Group Development Manager, explained that they had been approved by the Joint Committee at its meeting in March 2023. Councillor Purse requested that the scoring system be reviewed by Joint Committee members and officers.

A query was raised regarding Essex County Council's [ECC's] ability to impose TROs directly, rather than via the NEPP. Richard Walker, Group Manager, explained that ECC retained the ability to use powers where these had been delegated to the NEPP Joint Committee, and that there were instances ECC needed to use retained powers to set TROs.

RESOLVED that the Forward Plan be approved, subject to the report on TRO setting being rescheduled to the Joint Committee meeting on 21 December 2023.



North Essex Parking Partnership

Joint Parking Committee

Meeting Date:	1 February 2024
Title:	NEPP Financial Update (including the Month 9 forecast for 2023/24 and the draft budget 2024/25)
Author:	Chris Hartgrove FCCA – Service Director of Finance (Deputy Section 151 Officer) Andrew Small CPFA – Director of Finance (Section 151 Officer)
Presented by:	Chris Hartgrove

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

1. Recommended Decisions

- 1.1. To note the forecast outturn for 2023/24 as of 31st December 2023 (Period 9); and
- 1.2. To approve the draft Budget for 2024/25, including the projected impact on the Parking Reserve balance.

2. Reasons for Recommended Decisions

- 2.1. To achieve good practice governance in terms of monitoring and controlling in-year expenditure and setting a sustainable budget for the year ahead that supports the future delivery of the Partnership's objectives, whilst balancing the long-term financial sustainability of the NEPP and mitigating the financial risk exposure of partner councils.

3. Background and Introduction

- 3.1. The 2022/23 financial year proved extremely challenging for the NEPP with a budget overspend eventually resulting in a year-end deficit of £160,000 on the NEPP Reserve, which is £560,000 short of the recommended minimum Reserve balance of £400,000 contained within the adopted NEPP Agreement.
- 3.2. This report updates the Committee on:
 - The outcome of a first stage review by the NEPP Treasurer (Section 151 Officer) in response to uncertainties and requested clarifications raised by the Committee on the NEPP financial position.
 - Progress against the 2023/24 budget, including the projected year end position for 31st March 2024; and
 - The proposed draft Budget for 2024/25.

4. First Stage Financial Review Outcomes

- 4.1. A detailed review of the NEPP finances, including its long-term financial sustainability is in progress. However, it is a relatively large and iterative process; the full outcome of that review, which is interlinked with the completion of a staff restructuring exercise, will not be available for some weeks. However, a 'first stage review' has been completed by the Colchester City Council (Section 151) Finance team, which has successfully established a robust forecast outturn for 2023/24 and a sustainable draft budget for 2024/25.
- 4.2. The review has so far resulted in the reset of some previous financial assumptions, most notably:
- **Management Time Allocations** – these have been reviewed in the light of managerial changes within Colchester City Council that have taken effect in 2023/24. This has altered NEPP management time allocations between On-Street and Off-Street Parking (specifically, the time spent by the Head of Service on On-Street activities has reduced from 95% to 55%, similarly with the time allocations of his direct reports reducing from 95% to 75%; this improves the financial position of the NEPP in both cases and applies to both financial years presented).
 - **Provision for Bad Debts** – an annual contribution is made to the Bad Debt Provision that is set aside for the non-payment of Penalty Charge Notices (PCNs). However, the review has identified that this has been undertaken as a year-end exercise without any budget provision provided. This makes it more difficult for the Committee to gauge the in-year financial position. Based on outstanding PCNs on 31st December 2023, a budget estimate for the contribution to bad debts has now been included. This improves in-year transparency and applies to both financial years presented); and
 - **2024/25 Budget Assumptions** – the assumptions within the emerging 2024/25 draft budget have been reviewed to ensure their robustness and consistency with the Colchester City Council draft budget. This includes all relevant inflationary assumptions and a Pay Award of 3.0% for 2024/25. The budget also reflects the estimated cost reductions achievable from a planned service restructure, effective from 2024/25.
- 4.3. Further progress is being made by the Finance team on the Financial Review, taking full account of the detailed outcome of the service restructure as it emerges. This will result in further clarity in financial reporting (including analyses of the finances broken down by partner districts) and a longer-term (5-year) financial view in the form of a Medium-Term Financial Plan (MTFP); it is anticipated that both elements will be reflected in an updated Financial Report to the Committee at its meeting on 21st March 2024.

5. Forecast Outturn 2023/24 (Month 9)

- 5.1. The forecast outturn position for 2023/24 as of 31st December 2023 (Month 9), presented in **Appendix A**, shows a year-end forecast surplus of £76,000. If this materialises, the deficit on the NEPP Reserve would reduce to £84,000.
- 5.2. The forecast net surplus of £76,000 is derived from a projected surplus of £246,000 on Expenditure outweighed by a projected shortfall in Income of £170,000. The most notable factors are:
- **Civil Enforcement Officers & Supervision (Expenditure impact £158,000 Positive)** – projected savings of £158,000 are expected to accrue due to vacant posts held within the Civil Enforcement Officer team.
 - **Penalty Charge Notices (Income impact £302,000 Negative)** – a projected income shortfall of £302,000 is forecast on Penalty Charge Notices at this stage due to a shortage of Civil Enforcement Officers (see previous comment), although there are some emerging indications to suggest that the position could improve in quarter; and

- **Parking Permits/Season Tickets (Income impact £273,000 Positive)** – a projected income surplus of £273,000 is forecast following the introduction of significant price increases on a range of Season Tickets and Permits with effect from 21st August 2023 (the first increase for five years). This was not assumed in the original budget, which is reflected in a significant increase in this source of income in the second half of the financial year.

6. Draft Budget 2024/25

6.1. The draft 2024/25 budget is also presented in **Appendix A**, comprising planned Expenditure of £3.628 million (£3,198,000 Direct + £430,000 Indirect) outweighed by planned/forecast Income of £3.734 million, which results in budgeted surplus of £106,000. If this materialises, the deficit on the NEPP Reserve would be eliminated, with a surplus of £22,000 expected to emerge by 31st March 2025.

6.2. Notable highlights in the draft 2024/25 budget include:

- **Direct Expenditure (£3,198,000)** – there has been a deliberate reduction in planned Expenditure for 2024/25, with the overall budget down by £200,000 compared to the 2023/24 budget (after the impact of inflation has been absorbed). Highlights include the removal of the separate Business Development (2023/24 budget £132,000) and Data Led Services (2023/24 budget £342,000) budgets as part of the rationalisation of the services within the restructure; and
- **Direct Income (£3,734,000)** – there has also been a reduction in planned/forecast Income for 2024/25, with the overall budget down by £118,000 compared to the 2023/24 budget. Most notably, the income expectation from Penalty Charge Notices has been reined back, with the 2024/25 budget (£2,100,000) representing a reduction of £158,000 compared to the 2023/24 budget (£2,258,000).

7. NEPP Reserve Movements/Balance

7.1. As explained above in Sections 6 and 7, and summarised in **Appendix A**, the NEPP Reserve is currently expected to return to a positive balance by 31st March 2025.

7.2. A further update, reflecting the position as of 28th February 2024 (Month 11), will be presented to the Committee on 21st March 2024.

8. Risks

8.1. The consideration of risk formed a key part of the development of this report. In particular, the Budget is based on a series of estimates and assumptions that are informed by a range of intelligence sources (some certain, some uncertain). Two risks are noteworthy:

- **2024/25 Pay Award** – as highlighted in Paragraph 4.2 above, a 3.0% Pay Award has been assumed for 2024/25 in line with the Colchester City Council assumption on inflation. Pay Settlements have exceeded budget provision for the last two years (and have taken the form of a fixed sum for all pay grades, rather than a set percentage of pay). There is no intelligence at this stage to suggest the current budget assumption is inadequate. However, further contingency plans will be considered and presented to Committee in March 2024; and
- **Bad Debt Provision** – this is a potentially volatile expenditure item that has not been previously budgeted for. Further analysis on the collectability of PCNs is to be undertaken by the Finance team in the coming weeks.

9. Standard References

9.1 North Essex Parking Partnership (NEPP) Joint Committee Agreement (2022).

NEPP Financial Update (Month 9)

2023/24

North Essex Parking Partnership (NEPP)									
2023/24 Budget Forecast & 2024/25 Draft Budget									
31st December 2023 (Month 9)									
	2023/24						2024/25		
	Budget (Full Year)	Budget (Profiled Month 9)	Actual Spending (Month 9)	Variance (Month 9)	Forecast Outturn (31 March 2024)	Variance	Draft Budget	Budget to Variance	
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Expenditure									
<i>Employee Costs (Direct)</i>									
Management	202	152	107	- 45	148	- 53	133	- 68	
CEOs & Supervision	1,408	1,039	873	- 166	1,249	- 158	1,724	- 317	
Back Office	419	314	293	- 21	407	- 11	389	- 30	
Business Development	132	99	78	- 21	101	- 32	-	- 132	
Data Led Services	342	254	270	16	355	13	-	- 342	
TRO's	180	135	125	- 11	175	- 6	282	- 102	
<i>Other Costs (Direct)</i>									
Premises / TRO Maintenance costs	143	40	89	49	105	- 39	68	- 75	
Transport costs (running costs)	29	22	63	41	73	44	48	- 19	
Supplies & Services	506	367	321	- 46	435	- 71	452	- 54	
Third Party Payments	38	28	23	- 5	34	- 4	30	- 8	
Bad Debts	-	-	-	-	70	70	70	- 70	
	3,398	2,450	2,242	- 208	3,152	- 246	3,198	- 200	
Income									
Penalty Charges (PCNs)	- 2,258	- 1,685	- 1,381	304	- 1,957	302	- 2,100	158	
Fines (Blue Badge/Permits)	- 25	- 19	-	19	-	25	-	25	
Parking Permits/Season Tickets	- 943	- 707	- 759	52	- 1,216	273	- 1,037	94	
Parking Charges (P&D etc)	- 584	- 438	- 332	106	- 435	149	- 536	48	
Other income	- 43	- 41	- 52	11	- 75	33	- 62	19	
	- 3,853	- 2,890	- 2,524	366	- 3,683	170	- 3,734	118	
DIRECT COSTS (NET)	- 454	- 440	- 282	158	- 531	76	- 536	82	
CORPORATE OVERHEADS (INDIRECT)*	455	341	341	-	455	-	430	24	
TOTAL COSTS	0	- 99	59	158	- 76	76	- 106	106	
<i>*Note - Corporate Overheads pro rated for illustration (e.g. 9/12 at Month 9)</i>									
Forecast Movement on NEPP Reserve									
Opening Balance 01/03/23 (Actual B/Fwd.)	160	Deficit							
Budgeted Contribution 2023/24	0								
Month 9 Forecast (2023/24)	- 76								
Balance 31/03/24 (Month 9 Forecast)	84	Deficit							
Opening Balance 01/03/24 (Forecast B/Fwd.)	84	Deficit							
Budgeted Contribution 2024/25	- 106								
Balance 31/03/25	- 22	Surplus							



North Essex Parking Partnership

Joint Parking Committee

Meeting Date: 01 February 2024
Title: NEPP Business Plan
Author: Richard Walker, Head of Parking
Presented by: Richard Walker

This report summarises the contents of the NEPP Business Plan.

1. Recommended Decision(s)

1.1. Decide to adopt the NEPP Business Plan for 2024/25.

2. Reasons for Recommended Decision(s)

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

2.2. To eliminate deficits in the service.

2.3. To rebuild the required £400k Reserve Fund.

3. Background

3.1. The first part of the document sets the scene by introducing the original Parking Partnership from its formation and looks at the additional works taken on by NEPP from the County across the past 13 years of operations.

3.2. The Business Case then goes on to look at ways to control the cost base now and in future years, by downsizing the Service, and to increase income, to offset rising salaries.

3.3. The Business Plan Programme sets out the Partnership's work for 2024/25.

3.4. Financial details are shown throughout and reflected in the separate paper.

4. Standard References

4.1. Other than set out above, there are no particular references to publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety or risk management implications.

4.2.

NEPP History, Business Case, Business Plan Programme



Part 1:

NEPP History

Introduction

The North Essex Parking Partnership (NEPP) has been operating since 1 April 2011. It comprises an Operational Service which covers on-street operations which are governed by a Joint Committee and off-street parking, which are covered by individual Agreements between the lead authority and Clients, based on contributions.

The Partnership has developed this Annual Business Plan to ensure that the Core Service operational costs and the Traffic Regulation Order operational costs are able to be funded by the Partnership account.

In addition, any previous deficits (currently £161k from 2022/23) must be administered and paid off, and the Partnership must maintain a reserve of £400,000.

After the reserve fund has been maintained, any other surplus may be invested back into essential areas of the operation without the need for capital or additional funding. The new agreement will incorporate a new surplus management model which is included in this Business Plan.

Background

This document sets out some history for clarification for those new to NEPP and a summary of the plans for the forthcoming year.

The NEPP operation includes separately negotiated District Off-Street car park operations, Parish car park operations, some consultancy services such as order-making, and work for neighbouring authorities, and the core On-Street operation.

The Parking Partnership is a brand, and NEPP itself is an operational service of Colchester City Council, and Colchester is the Lead Authority for on- and off-street services.

NEPP has traditionally provided each district with six new schemes each year, sometimes breaking down into many component parts, and some area reviews, parking strategies and wider area schemes (such as those during the Pandemic), conducted over a three-year programme. Over its history, this means over 400 socially necessary schemes have been delivered.

Essex On-Street Parking Operations Prior to the Parking Partnership

Previous operation (pre-2011)

Prior to the Partnership's formation, there were individual Agreements between the twelve Districts and the County.

The Traffic Regulation Order function was separate from this operation, mostly provided by Agency Agreements and Area Offices, with some work at County HQ, but importantly this is not shown in any of these calculations – albeit it was incorporated on the inception of the Partnerships and funded, so the ongoing deficit position would have been far worse in reality.

As can be seen below, there was a large deficit in the North Area at that time, which must be partially due to the rural nature of the area. It is of note that only two districts did not have a deficit when NEPP was formed.

Had the pattern been allowed to continue, it can be seen that, over the years compared to the position before the changes, a very large amount of operating cost must have been saved by having formed the Parking Partnerships.

The year preceding the Partnership's formation (2009/10):

2009/10	Braintree	Colchester	Epping Forest	Harlow	Tendring	Uttlesford	All
(Deficit) / Surplus	(72,744)	64,168	59,783	(97,175)	(293,920)	(82,085)	(421,973)

The deficit was forecast to have increased to £535k by the end of 2010/11, as shown overleaf, and continued.

Formation of the First Partnerships (2010-2011)

The prior arrangement contained a lot of duplication, and the merger of six north, and six south separate operations to form the two Parking Partnerships enabled sufficient savings to bring the services out of deficit overall.

Had the Partnership not been formed, the deficit was estimated to have grown to c.£535k in the North Area.

It is also clear that the deficit was structured differently even in 2011, and for this reason the first Agreement did not have any equivalent of Appendix E.

Essentially all of the districts would improve their position by joining the Partnership, and the whole position would rise out of deficit.

There have probably been deficits in some areas, due to the rural nature of the North Area all along.

The 2011 pre-Partnership position and forecasts, with actual performance is shown below:

Multi-year projections	£	2010/11 (position pre-NEPP)	2011/12 (position without NEPP)	2011/12 (with NEPP)	2012/13	2013/14	2014/15	2015/16	2016/17
	Expenditure	2,507,539	2,582,766	2,255,037	2,209,936	2,187,837	2,187,837	2,187,837	2,187,837
	Income	2,085,566	2,047,051	2,047,051	2,149,404	2,256,874	2,302,011	2,302,011	2,302,011
	(Deficit) / Surplus forecast	(421,973)	(535,715)	(207,986)	(60,532)	69,037	114,174	114,174	114,174
	Actual	deficit	deficit	deficit	deficit	151,991 surplus	19,356 surplus	163,341 surplus	429,356 surplus

Developing the Partnership since 2011 (7 years + 4 years)

Extension and incorporation of other work (2011-2018)

The Partnership had been developing since 2011 and in 2017 when negotiations were being made into the extension (+4 years) of the original Agreement, the Traffic Regulation Order function was taken on at no cost to the County – previously having been a £150k p.a. subsidy.

Further Developments (2018-2020)

NEPP then added the Park Safe car (mobile camera), the school educational 3PR programme, added Park Safe Schools cameras, and a host of other work.

Pandemic and Post-Pandemic Years (2020-2022)

Different impacts affected the out-turn in 2020/21 and 2021/22, from the Table below:-

1. The Pandemic struck during the latter years of this extension, and the Government Grant covered only 75% of 90% of the lost income, but £629k and £146k was claimed in 2020/21 and 2021/22 respectively. The resident parking permit holders were also given a free four-month extension, which could not be reclaimed.
2. During this time, Traffic-Regulation-Order-making and maintenance continued at pace with some significant new schemes brought in to help mitigate against large social gatherings. The overall trend in Traffic Regulation Order spending was up and the impacts of all these issues used up a very large amount of the Reserve that had built up, even whilst it was being added to at the rate of around £245k a year.

£	2017/18	2018/19	2019/20	2020/21 (see note)	2021/22 (see note)
With TRO integrated					
Traffic Regulation Order spend	399,423	465,753	517,863	585,400	551,100
Actual (Deficit) / Surplus	222,388	444,096	285,987	(372,192) ¹	(71,935) ²

A further new Agreement – up to 8 years from 2022: (5 years +1+1+1)

Negotiating a new Agreement (from 2022-2027 & up to 2030)

During 2020 officers from the North and South Partnerships were asked to make presentations to the procurement, accounting, and highways client officers at Essex County Council.

With this round of negotiations, a win-win approach was adopted by Essex, where any ideas for new income were also requested, but a surplus-sharing agreement was also to be put in place.

Park Safe Schools (fixed cameras) & other innovations

NEPP had recently launched its Park Safe Schools (fixed camera) trial and had been successful in reducing contraventions outside schools, on the yellow zig-zag markings, by up to 82% in under 8 weeks (much sooner than predicted).

This, and some on-street parking locations were identified as some projects which Essex would fund as part of the new Agreements and operate on behalf of Essex.

Up to 24 new fixed cameras were to be procured for use in up to 40 sites by rotation, and added to the existing stock, for which NEPP would receive an operating contribution and the County would take any income.

Beside this, two large areas of on-street parking were identified, and again would be operated by NEPP under a contribution, with the County taking any income.

Alas, none of these County initiatives has come to pass and NEPP, particularly, has been left with an expensive organisational structure set up waiting to support these additional services – without receiving the additional work.

Downsizing the Operation

It soon became clear that the service was not able to support all of these management overheads and additional staff, brought in to cover this promised additional work. Alongside that, operational and staffing costs have increased markedly since 2022.

Through suffering massive inflation over the last 18 months, with the Ukraine War impacting prices including fuel inflation, and especially unforeseen costs of salary increases, plus changes to behaviour since the Pandemic, means that the service will need to be restructured to remove many of these later developments.

A service transformation is underway to alter and downsize NEPP's organisational structure to better fit the operation which will remain.

Employees

There are 95 FTE equivalent in the NEPP of which 71 posts are filled. The majority of the vacancies are in the Civil Enforcement Officer teams because of difficulty in recruiting staff. Other areas have been holding vacant posts as part of the Recovery Plan.

Ten Civil Enforcement Officer posts were vacant in November 2023 and have been allowed for within the budget. During December – January 2023/24, four posts have been successfully recruited with a further four in the process or pending interview.

Bases

There are presently three bases from which the CEOs work. These are also under review. Some locations are leased with a cost, and although the Agreement states that accommodation will be provided it has proved tricky to locate suitable accommodation.

A further base has been recently offered to the service, and whilst it has good road connections but poor public transport links which might prove to be an issue for officers travelling to work.

The funding and operation of Off-Street Services

On Street vs. Off Street - Income vs Contributions

As mentioned in the introduction, the Off-Street operation is provided by NEPP for some of the districts.

Whereas the On-Street is solely reliant on the four types of income that can be generated at the kerbside on the highway, the Off-Street car park operation is kept under a separate account.

Each Client of the Off-Street service pays a separate contribution, calculated in advance, to cover the works to be carried out.

For Off-Street car parks, the Client authority retains all of the cashbox income, and its own governance process is used for fees and charges setting.

Non-Direct Costs

These cover parts of the lead authority organisation that provide services to NEPP, such as Legal Services, HR, Finance and Committee services.

The same officers which patrol the kerbside then walk around the car park, making efficiency in travel time and costs over sending duplicate teams to patrol only car parks.

Each of the Client authorities has a different level of service provided. For the lead authority, their contribution also covers works done for Colchester by the NEPP Group directly, as part of the organisation.

Recharges are made between On- and Off-Street accounts to apportion the actual work, which varies from year to year depending on the programme and works required.

A recharge is made from the lead authority to the On- and Off-Street accounts which is reasonable to cover the provision of these specialist services.

The cost of this recharge has remained the same, and in some cases, slightly reduced, over recent years despite an increase in other costs generally.

Risks and Mitigation

Risk Management Framework

The service owns a Risk Management Framework which is presented to Members at each Annual General Meeting. The associated Risk Register belongs to the Joint Committee and is regularly updated.

Whilst talking of risks, the risk of not deciding to carry out this Business Plan would mean a budget shortfall of c.£0.5m p.a., (c.£140k new work and c.£350-400k transformation), and no chance

of regaining the break-even position, maintaining a Reserve, or of paying off the past deficit.

The papers being brought to Committee today have linked decisions. The impact of not approving the full set of decisions would lead to having to cover any shortfalls caused to the budget in some other way.

Part 2: Business Case for NEPP (Rescue Plan for 2023/24 and Operations from 2024 onwards)

Aims and Objectives

Statutory Guidance and Policy

Government Statutory Guidance sets out the way that local authorities must operate Civil Parking Enforcement (CPE), with other relevant legislation being the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004, and other regulations made under those acts.

Aims and Objectives of CPE

The operational aims and objectives of the main operation are set out in the **Parking Management Policy** for the NEPP.

– see the NEPP website, here:

<https://north.parkingpartnership.org/parking-management-policy/>

This policy framework explains our duties and compliance with Statutory Guidance issued by the Department for Transport.

The guidance requires authorities to publicise both the policies and management system to ensure that the public is aware of the legislation and how it is to be applied.

Business Aims

The Business aims of the Partnership are shown in the table in Part 3; the main aims of which are to: –

- keep operational costs under control,
- maintain a non-deficit position,
- provide sufficient funding for maintenance and a programme of works,
- repay any historic deficit, and
- rebuild the £400k recommended Reserve Fund.

Parking Management Policy

We have a parking policy to provide a framework which sets out how we normally manage parking at the roadside and in car parks

- Part 1 of this document explains how the policy framework links the work of the Parking Partnership to the county council's long-term plans.
- Part 2 sets out how district and city councils of the Parking Partnership can set local priorities for patrols and pricing which support the long-term plan.

The policy framework explains our duties and compliance with Statutory Guidance issued by the Department for Transport. The guidance requires authorities to publicise both the policies and management system to ensure that the public is aware of the legislation and how it is to be applied.

Key Priorities: In more detail

1. CONGESTION

Reducing congestion, helping drivers find spaces quickly and easily.

Making it easier to park – reducing congestion and delays caused by vehicles looking for parking spaces

- Suitable parking restrictions in town centre areas will ensure free flow of traffic and to encourage visitors to the town to park in the designated parking areas available, preventing unnecessary congestion and obstruction and the potential for road traffic accidents.
- Restrictions around junctions will allow traffic to flow more freely, further reducing the potential for congestion.
- Emergency and service vehicles will be able to operate more effectively along roads and low floor buses will be able to reach the kerb at bus stops since fewer inconsiderately parked vehicles will be in their way.

2. SAFETY

Improving road safety, reducing the severity and number of traffic collisions.

Making Roads Safer – by reducing the number and severity of collisions caused by poorly parked vehicles

- Research shows that improperly or inappropriately parked vehicles can be a common cause or contributory factor in Road Traffic Collisions; parking restrictions can help to reduce the occurrence of the type of parking.
- The positioning of parking bays can also be a major contributor to reduction in traffic speeds in what should be low speed residential or retail areas.
- It will be safer for drivers and pedestrians since the new focus on enforcement means clearer roads and pavements.
- With fewer illegally parked cars there will be fewer accidents, better traffic flow and accessibility, because the focus of enforcement will be on lessening inconsiderate and dangerous illegal parking to improve safety and minimise congestion.
- Sensible and safe parking within the Partnership area will be encouraged – as will greater compliance with Traffic Regulations.
- Road safety initiatives (especially for pedestrians, cyclists and other vulnerable road users), and emergency access requirements.
- The Partnership will manage local parking problem areas, e.g. for child safety near schools caused by the school run (including Safer Routes to School initiatives) and associated short-stay on-street parking activity.



Operational Priorities

The parking operational priorities are set out here and in more detail below:

Hierarchy for Managing Parking

- Near accident locations such as junctions
- Near Pedestrian Crossings causing danger by double parking or on Pedestrian Footways
- Aid to movement, preventing obstruction and congestion on:
- Main access roads into major urban centres (Principal Roads)
- Town Centre shopping streets, Public Transport routes, main traffic routes (Non-Principal Road) and other busy streets (Access Roads to Residential Areas/Local Shopping Parades)
- Preventing hindrance to road users at bus stops, vehicle access, pedestrian access routes, taxi Ranks, special entertainment events.
- Management of the conveyance and delivery of goods in town and neighbourhood centres balanced against the movement and convenience of residents and tourists.
- Designated parking bays.

Control effective use of permitted parking areas:

- Encouraging the use of City/District Council and private Car parks, designated use Bays, time limited and Pay & Display bays, Permit parking.
- Tackling fraudulent use of blue badges



3PR – the three parking rules, educational scheme near schools.

The 3PR officer left during 2022 and the vacant post has been saved. Due to the vacancy saving, the 3PR scheme has been suspended for the time being as part of the Rescue Plan.

Other vacant posts

The data analyst left during 2022 and the vacant post has been saved. This work is significantly reduced, and less data analysis will be available to the Partnership.

The Client and Contract Manager and Group Development Manager are also leaving, due to promotion outside the service, in early 2024.

The budgets for these posts have also been frozen whilst they are vacant and will be dealt with in the forthcoming Service Transformation. Work will be covered by other managers wherever possible, with a reduction in activity being necessary in some areas.

Park Safe Schools – cameras

The Park Safe Schools camera pilot project has been remarkably effective in reducing contraventions of the school yellow zig-zag markings. In excess of all predictions, these cameras can reduce contravention levels by 82% within 6-8 weeks of installation. It was originally thought that the compliance might take up to two school terms. This unexpected reduction has impacted on the viability of the scheme, as cameras need to be moved more regularly to new areas.

Costs involved have increased to the point where this important service cannot currently be sustained. The cost of moving cameras, installing new posts and configuration of the services required to provide coverage has become significantly more expensive over the last three years – part of this is due to working at height, and the contractor's costs have increased significantly.

To reduce the costs associated with moving and operating Park Safe Schools cameras, it is proposed to temporarily halt the School Park Safe camera service until schemes similar to the June 2020 model can be designed and implemented to ensure better compliance in the whole area around schools and better cover costs involved. Any future fixed camera service will be on a smaller scale than before.

Impact of Salary increases

Salary negotiations concluded in Colchester applying the National Joint Committee amounts of £1,925. This additional cost is above the budgeted 4% for 2023/24. In addition, the unprecedented social shift caused by the pandemic, very large increases in costs due to high inflation, increased supplier costs, overheads and the salary increases have all contributed increased costs to the operation. The budget for 2024/25 has been set against this background and has shown the need for further transformation in the Service.

Service Transformations

A Transformation began and the consultation closed in December 2023. This first round recommended the removal of two posts from the structure. Looking at future budgets, that project alone does not go far enough, and a further Transformation consultation will be necessary to help control costs further, with the control of up to £650k of service costs (equivalent to eleven posts with overheads and on-costs). The consultation for this second Transformation will begin in early February 2024 (with some staff messaging during late January) and will reset the core NEPP Operational Service and its cost base to be ready for the next three to five years.

Delivering Traffic Regulation Orders

Each year, as and when funding allows, a programme of works is proposed to the Joint Committee consisting of up to 36 schemes (i.e. 6 per District). With some uncertainty over funding of late, the most recent round of schemes has been postponed.

2023/24 Scheme Applications for delivery in 2024/25

At the November 2023 Joint Committee there were £42.0k worth of schemes not yet approved. This did not include Harlow schemes; with those the total was £65.8k. Included in this amount are some 'self-financing' schemes. The total without considering schemes that are 'self-financing' is £44.1k. Some additional self-financing schemes have been requested since this.

'Self-financing' means where schemes can generate an income such as Resident Parking schemes, where first-year permit sales are in excess of the start-up costs (see the RoI section). Patrol time will need to be paid for out of future income if a step change is found to be required in the number of patrolling CEOs needed.

The self-financing schemes in the current draft programme are awaiting approval. It is recommended that the self-financing (and any other schemes paid for from outside finances) are approved and progressed.

Other schemes have a cost which needs to be to be budgeted. Within the budget for 2024/25, is an amount of £42.0k for new schemes.

It is hoped that fresh clarity with the budget will allow Members to approve a selection of (but maybe not all) the schemes requiring funding, which are compliant with the Policy, to recommence (in part, at least) the future work programme by committing to the budgeted spend in the year 2024/25.

It is of note that this £42.0k budget cannot quite cover the entire £44.1k worth of schemes in the draft programme, which are not self-financing, so a selection process may be necessary to reduce the number of schemes in the draft programme down to a list of those which can be afforded, for decision.

Even schemes that are not initially self-financing do eventually have an income, but this is trivial, and would only cover the cost of any extra patrols if a step change in numbers of officers deployed is required.

Self-financing Applications for delivery in 2024/25

Received up to 31 July:-

£13k worth of self-financing resident parking schemes (paid for by an income from Permits sold (which has not been not budgeted for, so is new income), or paid delivery through district (there are 3 of these schemes).

Received since 31 July :-

An additional £5.6k worth of self-financing schemes has been requested (and will also be paid for via new Permits sold).

These are scheme applications from the public and Districts – they are proposals from the 2023/24 year, for implementation using 2024/25 budgets, and not the schemes in the Rescue Plan.

Sign & Line Maintenance

£25k has been included in the new budget for sign and line maintenance. There is a very high risk that deferring maintenance would impact on the ability to deliver the patrol and enforcement service.

Alternative Inward Funding

There are also options for applicants and Districts to self-fund (full recovery) any Traffic Regulation Order schemes – and this would accelerate the process for those schemes.

These schemes may not meet the criteria – but would be carried out and need to meet all the costs in implementation.

Return on Investment – example parking schemes

As an indication, in a Residential Parking Area, only 28 permits (depending on location) would need to be sold to pay for providing the scheme, then ongoing income would be available to fund patrols and maintenance year-on-year.

Rescue Plans 2023/24 & 2024/25

Rescue Plan 2023/24

During the year several initiatives have been implemented to keep control of service costs – such as the vacancy freeze highlighted above.

These have been successful at controlling costs but have not gone far enough to ensure the long-term viability of the Partnership's finances. A twin-track approach of investigating new income streams and transforming the service to reduce costs is underway.

The service transformation is described elsewhere. The Rescue Plan for the future involves investigating new areas of parking which require other controls, a by-product of which is income.

These schemes have a modest start-up cost, which will need to be paid for from the first year's income. Income has been forecast in line with the standard NEPP model.

For a non-income-generating scheme, around 53 PCNs would need to be issued to pay for the scheme, before paying for any of those patrols, follow-up, or overheads. These types of schemes have very extended pay back timescales (many years) and need to be funded by budget up front.

A budget has been allowed for within 2024/25 to cover Traffic Regulation Order schemes which have previously been brought before Committee but postponed.

New On-Street Parking – 'Rescue Plan 2024/25' Schemes

Twenty-one new on-street parking places have been identified in phases 1 and 2, which would generate an income of between £140k and £190k after start-up costs.

A further set of on-street parking in phase 3 has been identified and located within Colchester (within 600m of Resident/shared use bays). This could generate an income of between £23k and £25k.

There is a further list of schemes also possible, in phase 4, as part of the implementation of Uttlesford's Parking Strategy.

Delivering the 'Rescue Plan 2024' schemes

The *Traffic Regulation Order* and *Additional On-Street Paid Parking* Reports detail new schemes which are proposed to manage traffic in the more highly sensitive roadside areas. A by-product of this would mean a yield of around £140k (lower estimate) after start-up costs in-year (with no VAT in on-street locations).

This income would go to help cover future operating cost increases, and has been included in the draft budget, to cover salary and

inflationary costs which have been identified as continued risks over the life of the Agreement.

Other Income

Annual Increases

Essex expects at least an inflationary increase annually.

NEPP missed deciding Resident Parking increases between 2020 and 2023 when the Joint Committee didn't decide the recommendations put before Committee in 2020, and only decided at a second meeting in 2023 a larger inflationary increase to residents parking, from late August.

This delay may have cost as much as £200k p.a. in lost income between 2020 and 2023.

Resident Parking

An uplift based on inflation for 2023/24 was decided in June 2023 and implemented after governance timescales and statutory consultation in late August 2023.

Further increases and a harmonisation in prices (ahead of inflation) were agreed in 2023 and will be implemented annually up to 2026/27.

Pay & Display/Pay to Park

A proposal is made to uplift roadside charges by 20p over the local parking fee. With in excess of 200,000 stays annually to be managed, this is worth £41k p.a.

MiPermit – Convenience Fee

Convenience Fees of 17p could be introduced for MiPermit cashless parking to cover transaction fees and other processing costs and this would be worth c.£15k p.a.

However, it is recognised that a 20p tariff uplift is also being recommended and almost all payment transactions are through

MiPermit at the roadside, reducing the convenience factor here, and therefore implementation of the Convenience Fee is not recommended at the current time.

The National Parking Platform might sweep up, and provide a resolution for, all of these fees in future. A paper on the National Parking Platform was circulated to Client Officers during 2023.

Permit Booking Fee or equivalent

There is a cost to providing the Permit system through MiPermit – c.£1.18 for annual permits or c.10p per visitor permit (a total of c.£75k p.a.) as part of the automated service.

This could be offset by either adding a booking fee/convenience fee, or adding this amount onto the annual permit price.

A booking/convenience fee would be simplest to implement, but it is not yet clear if the supplier can offer this service.

This is therefore not proposed to be implemented due to the other increases already planned. These costs must be kept in mind when preparing future fees and charges reviews and could instead be added to the tariff of fees and charges.

Other work

The NEPP Group has offered to work in partnership with a neighbour in district in another county.

There are also some other Partnerships which NEPP manages with Parishes and prospectively other areas which have been under negotiations.

Full costs will be recovered in all Partnership arrangements.

Districts may fund parking schemes if they wish to.

The NEPP Agreement

Understanding differences in the North Area

It is acknowledged by Essex that there are Structural differences between SEPP and NEPP, with costs increasing in NEPP due to its largely rural nature, with deficits in all but two of the districts – precisely the same situation as when NEPP was formed 13 years ago.

It is important to know where these deficits are, but impossible for every District to manage its own, as there isn't enough scope in each place to support a Recovery Plan.

Some rural areas are, simply, too rural.

Covid hit, then inflationary factors have been present since then – which have all damaged the Partnership in different ways and for different reasons.

NEPP budgets can only keep pace with inflation if new income is forthcoming, and/or the cost base is reduced and kept under control, for it is unlikely that the penalty charge level will increase in value in the foreseeable future.

Contracts Register

Current Tenders cover outside work placed with suppliers:-

Software and Hardware system, including electronic payments and permits	Chipside Ltd Awarded 01/04/2020 (5 years to 2025)
Sign and Line Maintenance	DAT Images Requires review 2024
Cash Collection	G4S Requires review 2024
Ad-hoc Parking consultancy contracts	Parking Perspectives (2023) Parking Matters (2022)

Part 3: Business Plan; Programme of Works for 2024/25

Implement a Rescue Plan sufficient to maintain a non-deficit position, provide funding for the works programme, to pay off historic deficit, and rebuild the Reserve Fund.	The Rescue Plan and Transformation to support future operations is contained within this document and the Table below.	Throughout 2024/25 FY.
Carry out service Transformation to ensure costs are reduced in line with the Rescue Plan.	Sets up service cost base for next 5 years and make c.£400k savings after costs.	Q1/Q2 2024/25
Monitor the recovery from the Pandemic.	Report on parking trends as seen.	Ongoing
Maintain an operational focus on attendance levels.	To ensure maximum deployment.	Ongoing
Continue to operate the service within the Parking Management Policy and Statutory Operational Guidance	For good operational governance.	Ongoing
Monitor Key Performance Indicators for the service	Key Performance Indicators are reported in the Operational and Annual Reports, published online	Reported quarterly
Operate the service against data from the system.	Continually apply most resources to the areas of most need.	Ongoing
Operate the Inter-Agency Agreements with Braintree, Colchester, Harlow and Uttlesford for off-street car parks.	Maintain existing relationships and continue to develop new Partnerships.	Ongoing
Review ongoing contractual arrangements (tenders) to ensure best value in all areas.	Implement and maintain contracts for services above the threshold. G4S and DAT to be reviewed in 2024.	Ongoing
Carry out a prudent programme of essential maintenance works during the summer months.	To ensure key signs and lines remain substantially compliant with the regulations within budget.	Q2/Q3 2024/25
Continue to develop the School Park Safe Camera Zones.	Better implement schemes around schools where enhanced schemes may be self-funding.	As appropriate
Contribute to the Colchester Master Plan, Estate Plan and Structures Projects, and Uttlesford Parking Strategy Project.	Off-street works.	Ongoing

Part 4: Financial Reports

Finances

Current Position

As things stand in the part-year at P7, 2023/24 (November), the Partnership is in a stronger position than at any time in the last three years, due in part to implementation of the in-year 2023/24 Recovery Plan, savings made to posts, contributions to work from the Off-Street account, and continued correct allocation of actual costs across the NEPP accounts.

The Financial Reports are shown in a separate paper from the s151 Officer.

Proposed Funding within 2024/25 Budget

Part 2 works:

To cover staffing to prepare maintenance and Traffic Regulation Order schedules

£329k

To cover essential maintenance as part of the 2024/25 Budget

£42k to cover Traffic Regulation Orders as part of the 2024/25 Budget

Beside operating a balanced budget for 2024/25, and repaying any deficit, the next task will be to re-build the Reserve Fund of £400k.

The future Transformation, New schemes and Rescue Plan will serve to bolster this Fund in future years, increased costs willing.

Deficit at 31/03/2022:	£581k
Reserve at 31/03/2022:	£338k
Deficit after use of Reserves at 31/03/2022:	£161k
Reserves at 31/03/2023:	£0
Likely surplus at 31/03/2024 by following 2023/24 Rescue Plan:	£76k
Likely deficit at 31/03/2024:	£84k
Contribution to past deficits at 31/03/2024 (forecast):	£76k (part of deficit paid)
Contribution to past deficits at 31/03/2025 (budgeted):	£106k (part of deficit paid)
Likely contribution to Reserve Fund from FY 2024/25 under 2024/25 Rescue Plan:	£22k (up to £400k)



North Essex Parking Partnership

Meeting Date: 01 February 2024
Title: Traffic Regulation Order Update and Application Decision Report
Author: Jason Butcher – Group Development Manager
Presented by: Jason Butcher – Group Development Manager

This report seeks a decision to either approve, defer or reject Traffic Regulation Order proposals from the list of applications that have been received. This includes self-financing schemes which will introduce additional income to the service. The report also highlights the significant work performed by the Technical Team during 2023.

1. Recommended Decision(s)

1.1 The Joint Committee is requested to:

- a) Agree to budget for any prioritised schemes within the 24/25 financial year budget, in the absence of any surplus funds.
- b) Prioritise proposed Traffic Regulation Order schemes from the applications that have been received by the North Essex Parking Partnership. Members may choose to either 'approve', 'reject' or 'defer' schemes in both Appendices A (non-self-financing) and B (self-financing).
- c) Note that any applications that are "Approved" 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.
- d) Note that applications that have been received but do not meet the new NEPP scoring criteria are shown in Appendix C.
- e) Note the new schemes NEPP has introduced in 2023, in Appendix D.

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.

2.4. To align to the Business Plan for 24-25 Financial Year and its associated budget.

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. Funding to deliver new schemes will be removed from the NEPP budget however not delivering the schemes listed in Appendix B would mean reduced income to the Partnership.

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 NEPP Traffic Regulation Order Policy but the cost to deliver these would need to include any officer time associated with the delivery of the scheme.

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. This mean schemes that had no evidenced support would not proceed to scoring.

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 overall reject proposals even if they have been prioritised by the relevant local authority.

5. **List of applications by authority**

5.1 The proposals that **are not** income generating but meet the NEPP scoring criteria are shown 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.

5.2 The proposals that **are** income generating and meet the NEPP scoring criteria are shown in Appendix B. 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.

5.3 The cost benefit table in Appendix B shows the net income to the Partnership after costs are considered. This includes three schemes received after the 31 July 2023 application deadline, but which meet all other policy requirements and would seem sensible to deliver in the forthcoming year due to the level of support received and likely level of income to be received in the coming and future financial years.

5.4 These costs assume 75% of properties purchase a First Resident Permit and 75% of properties purchase one set of 24-hour Visitor Permits a year. This is a very conservative estimate and does not factor in potential Penalty Charge Notice income or Second (or Third) Resident Permit sales either.

- 5.5 Additionally, all proposals that have not met the scoring criteria are also shown in Appendix C, for full transparency. These are not scored, and costs have not been calculated, except for one scheme proposed by the Harlow District which may be funded locally if not approved by the committee.
- 5.6 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 as the new policy was not in place when these applications were made.
- 5.7 Minimal details are provided in the table as Members of the committee now have access to all application and scheme information to interrogate individual applications in any area if they wish to do so.

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.
- 6.3 Additional technical work is being identified from the 24/25 financial year, and an agreement with another bordering Local Authority is likely, adding crucial consultation work to help cover overheads with the current operation. It is hoped to be part of a multi-year arrangement with significant benefit to NEPP in retaining highly skilled Engineer resources.

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. If no schemes were approved, the budget assigned to introducing them would need to be carefully considered.
- 7.3 The estimated total cost to deliver the proposed prioritised schemes in Appendices A (£44,067) and B (£18,605) is £62,672.
- 7.4 However the schemes in Appendix B would generate income from the sale of resident and visitor permits and income from errant motorists that choose to park in contravention of any new restrictions. This anticipated income is highlighted in the table in Appendix B using a conservative estimate of the sales of Resident Permits that would be sold when the scheme is introduced. This excludes any sales of Visitor Permits as these are difficult to estimate as they will vary greatly.
- 7.5 A proposed budget of £42,000 has been set for the introduction of all new TROs - excluding those that self-finance as income will at least cover these – so there is a need for the non-self-financing schemes to be prioritised.

7.6 Nonetheless, the introduction of new Traffic Regulation Orders does represent a risk to NEPP finances as they are not being funded an available surplus fund.

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 Scored Schemes

Appendix B: List of Self-financing Schemes and Cost Benefit

Appendix C: List of Unscored Schemes

Appendix E: List of Schemes Completed in 2023

Appendix A - List of Proposed Scored 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
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
T17622067	Colchester	Brunel Way, Colchester	Waiting restrictions	Extension of current restrictions to prevent parking. Issues being caused on	35	£1350	Approve

				industrial estate			
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
T184849610	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
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
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
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	Red lines	Parked vehicles causing problems for drivers when entering and exiting the road	55	£1295	Approve
T22440354	Epping Forest	Alfred Road & Roding Lane, Buckhurst Hill	Red lines	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
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	Red lines	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	Red lines	To prevent parking on the verge at the junction of the two roads	30	£1530	Defer
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, possibly extending further into The Summit	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/Thornt on Common, Epping	Junction protection	Parking causing access and obstruction problems	50	£1410	Approve

T15444049	Harlow	Peldon Road	Introduce restriction to prevent overnight HGV parking	Disturbances to residents	30	£1910	Approve
T154279310	Harlow	Tawneys Road	No Stopping Red Lines	Parking problems on junction near school	50	£1370	Approve
T15441195	Harlow	Barn Mead opposite Abbotsweld	Resident Permit Scheme	Priority parking for residents	50	£1740	Approve
T24611696	Harlow	Chippingfield Old Harlow	Waiting restrictions	To prevent parking on a bend	Deferred at Oct 2022 JPC	N/A	
T24640523	Harlow	South Road	Waiting restrictions	HGVs parking on road and vehicles being stored on road by nearby businesses	Deferred at Oct 2022 JPC	£1000	Approve
T24658561	Harlow	Harberts Road and Toddbrook	Waiting restrictions	Waiting restrictions outside a sheltered complex	Deferred at Oct 2022 JPC	NA	
T24661276	Harlow	Millwards	Waiting restrictions	Prevent parking near a traffic island	Deferred at Oct 2022 JPC	N/A	
T246635010	Harlow	Cobbins Way/Mill Lane	Waiting restrictions	Extend waiting restrictions at Mill Lane Junction	Deferred at Oct 2022 JPC	N/A	

Appendix B - Self-financing Schemes and Cost Benefit

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T16621307	Colchester	Westwood Drive, West Mersea	Permit parking	Prevention of non-residential parking to ensure traffic flow	50	£2000	Approve
T15395038	Tendring	Collingwood Road, Clacton	Permit parking	Priority parking for residents due to non-residential parking for the seafront	40	£1450	Approve
T22351807	Epping Forest	Station Road, Chigwell	Permit parking	Priority parking for residents. Suspected commuter issues due to the proximity of the London Underground station	60	£1935	Approve
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 – only if limited waiting bays are altered to pay and display
T154279310	Harlow	Pinewood Close	Resident Permit Scheme	Priority parking for residents	55	£1990	Approve

Self-Financing Scheme Applications received after 31st July

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T19505427	Epping Forest	Devon Close, Buckhurst Hill	Permit Parking	Priority parking for residents due to inconvenience and damage caused by non-residential parking	45	£1590	
T10433259	Epping Forest	Town Mead, Waltham Abbey	Permit	Priority parking for residents. Problems with commuters and displacement from nearby permit parking schemes	45	£1610	
T14348214	Epping Forest	Tycehurst Hill, Loughton	Permits and paid parking bays	Priority parking for residents in most of road but some paid	55	£2400	

				parking bays available. Complaints from residents about inconsiderate commuter parking			
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Cost Benefit Table

Scheme Name	Scheme Cost	Scheme Income	Net Income (Year 1)	Net Income (Year 1&2)
Westwood Drive, West Mersea	£2000	£2790	£790	£3580
Collingwood Road, Clacton	£1450	£1596	£146	£1742
Station Road, Chigwell	£1930	£834	-£1101	£834
Station Road, Loughton	£2990	£12441	£9451	£12441
Pinewood Close	£1990	£1344	-£646	£1344
Devon Close, Buckhurst Hill	£1590	£1900	£310	£1900
Town Mead, Waltham Abbey	£1610	£2280	£670	£2280
Tycehurst Hill, Loughton	£2400	£5186	£2786	£7972
Totals	£15965	£28371	£12406	£32093

Appendix C – List of applications not meeting scoring criteria

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T15434274	Harlow	The Downs/Broad field School	Introduce loading ban and no waiting at any time restrictions where unrestricted	Parking causing issue at School opening and closing times	0	£1100	Approve
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	
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
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	
T113002510	Colchester	King Harold Road and Ambrose	Extend current restrictions	Prevent parking close to a junction	N/A	N/A	

		Avenue, Colchester	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	
T21366845	Colchester	City Centre Disabled badge holder times, Colchester	Disabled badge holder bays operational times	Extension of current operational times beyond 6pm	N/A	N/A	Reject
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	
T216727411	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	
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 D - List of Schemes Completed in 2023

For committee member information, below is a list of the proposals advertised to date in 2023 and the 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 – Operational
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

Meeting Date:	01 February 2024
Title:	Additional On-Street Paid parking
Author:	Jason Butcher – Group Development Manager
Presented by:	Jason Butcher – Group Development Manager

To consider approving the advertising of a number of paid parking sites across the Partnership area; the treatment of income from these sites; setting the tariff for all Partnership sites including these new sites with a mechanism for annual reviews; providing alternative governance options; reviewing Resident Parking and other fees by inflation annually; and delegating the making of the required Orders to the Chair and Head of Service.

1. Recommended Decision(s)

1.1 The Joint Committee is requested to:

- a) Approve the advertising of additional on-street paid parking sites across the Partnership area as outlined in the report.
- b) Delegate any final decision to the Chair and Head of Service with the relevant stakeholders if a decision cannot be reached at this meeting.
- c) Agree that pay to park charges will be reviewed by inflation annually and keep ahead of car park fees locally by at least 20p in each band.
- d) Agree to review Resident Parking and other fees and charges by inflation annually.
- e) If necessary, delegate the making of these Orders to the Chair and Head of Service.

2. Reasons for Recommended Decision(s)

- 2.1. To enable NEPP officers to introduce additional on-street paid parking sites. Parking tariffs can be used as a useful way of managing parking behaviour in areas where there is high demand for parking spaces.
- 2.2. Limited waiting restrictions are more difficult to enforce due to the additional patrols that are required to reasonably assume that a contravention has taken place, as the vehicle must be visited at least twice. These visits are often several hours apart, which ties scarce Civil Enforcement Officer resource into one area when those officers may be more efficiently deployed elsewhere. On-street tariffs are therefore a more effective way of ensuring the turnover of spaces in areas where there is usually high demand for the parking spaces.
- 2.3. The aim of civil parking enforcement is not to raise income. Nonetheless, paid for parking is an effective way of managing traffic and it is not inappropriate if local authorities make a surplus when meeting traffic management aims. It should also be noted that the committee members are aware of the current financial situation that NEPP, along with many other local authority organisations, face. In accordance with the agreement that was

signed by all member authorities there is the potential for any deficit to be made up directly by member authorities. NEPP is already taking action to try to prevent member authorities being asked to find funds and a by-product of these proposals would be further mitigation against that risk for member authorities.

- 2.4. NEPP on-street tariffs generally match nearby off-street tariffs. However, where appropriate, a higher on-street tariff would encourage motorists to use off-street car parking facilities. This can help keep roads clear of excess motor vehicles and so help traffic flow. Where there are already on-street paid parking sites nearby the tariffs would match those until all tariffs in the area were reviewed.
- 2.5. To ensure that the NEPP is applying sound financial and risk management.

3. Alternative Options

- 3.1. The NEPP Joint Committee does not agree for any paid for parking sites to be advertised. This will result in an increased risk of NEPP not meeting its 24-25 Financial Year budget, which has included an assumption that most proposed sites will proceed.

4. Background

- 4.1. Under sections 45 and 46 of the Road Traffic Regulation Act 1984 local authorities can make a charge for parking at on-street parking spaces. On-street paid parking is a common method of managing the turnover of parking spaces, often in areas where there is a draw for motorists to park nearby such as rail stations, shops, or tourist attractions.
- 4.2. The current NEPP Traffic Regulation Policy indicates the preferred method of traffic management for parking in areas of retail and business use is pay and display. This can be found on page 13 of the policy.
- 4.3. All the NEPP member authorities have charging in place at various times in their own off-street car parks. There is also already on-street paid parking in all partner authority areas, except for the Braintree District. Since its formation, NEPP has successfully introduced paid parking traffic regulation orders as a way of managing the highway.

5. Sites for consideration by authority

- 5.1. The sites that have been suggested are listed by authority area in Appendix A. The sites are already marked parking bays (limited waiting or similar). The number of spaces at each proposed site are also listed in Appendix A.
- 5.2. Maps showing the proposed sites are noted in Appendix B, with access for Members and Officers via the dedicated SharePoint site.
- 5.3. Suggested tariffs are listed in Appendix C and consider current local tariffs and will be reviewed on an annual basis.
- 5.4. The issue of displacement into nearby unrestricted areas is always a consideration when considering any new parking or waiting restriction. All the sites that are listed for consideration are in areas where nearby areas are also restricted.
- 5.5. As the proposals would introduce paid parking, it is not possible to introduce the changes using temporary orders. This means that the standard permanent Traffic Regulation Order process would be needed. The standard Traffic Regulation Order process allows for objections or other comments to be made before any changes are made. Members of the committee should therefore be aware that any proposals that they agree to progress may not become operational if there are substantive objections during the advertising process.
- 5.6. The tariffs for the new sites would be set 20p above any comparable local authority car parks. Where there are no on-street paid parking sites nearby, the tariffs would be based as closely as possible to those of the nearest local authority car park. This is to encourage the use of local authority car parks for the reasons previously outlined in this report.

- 5.7. Additional sites in Colchester have been identified as part of the Colchester City Centre Masterplan work and these will be explored as part of a Phase 3 project, aligned to implementation of Colchester's Parking Strategy and Masterplan. This will help offset a loss of off-street long-stay parking within the City.
- 5.8. No areas are suggested in the Uttlesford District at this time. This is because there is currently a review of parking taking place across the district and any provision on on-street paid for parking will be considered during this review. Sites could be considered as part of a 'Phase 4' project.

6. Finance and risk management

- 6.1. There would be an initial outlay of funds (c.£25,000) to advertise proposals and if successful to introduce new signs. However, this initial outlay would be far outweighed by the income that would be received from the additional paid parking sites and as all proposed sites have the necessary road markings in place.
- 6.2. The sites would be MiPermit cashless parking only, which has been well used where installed and offers conveniences that other methods of payment do not allow, such as the ability for users to "top up" parking payments without needing to return to the site. This method of payment has been used elsewhere on-street by NEPP and avoids the costs of installing and maintaining pay and display machines.
- 6.3. To achieve a balanced budget for 24/25 Financial Year, the 'lower' modelled income from these schemes have been included within the presented budget.
- 6.4. The committee has previously been made aware that without further reducing costs and/or increasing income it is likely that NEPP will remain be in a deficit situation, so it is important this is acknowledged.

7. Standard References

- 7.1. There are no particular references to the Development Plan; publicity or consultation considerations; community safety; health and safety implications.

8. Equality

- 8.1 An Equality Impact Assessment has been carried out and will be published on the Colchester City Council website and/or the NEPP website. This is available to view in the interim, on request.

9. Appendices

- Appendix A: List of Proposed Sites
- Appendix B: Maps showing proposed sites
- Appendix C: Proposed Tariffs
- Appendix D: Income Projections

Appendix A - List of Proposed Schemes

Authority Area	Site for Consideration	Current Restriction	Proposed Restriction	No. of bays	Estimated income (£)	Notes	Decision to proceed Yes/No
Colchester	1 - Clarendon Way	Permit holders 8am – 9am Mon – Fri	Payment parking and resident permit holders 8am – 6pm Mon - Sat	7	9,372	Approx 2 mins walk from mainline rail station. Initially intended as an overflow for permit scheme that does not include properties on Clarendon Way	
Colchester	2 - Middleborough	Limited waiting	Pay and display 8 – 6 Mon - Sat	4	3,022	Alternative limited waiting nearby on North Hill and Sheepen Road car park within walking distance	
Colchester	3 - Oxford Road	Permit holders B2 and H 8am – 6pm Mon to Sat	Pay and display 8 - 6	16	3,713	H permits no longer necessary as Hospital has closed. Zone B2 is not oversubscribed, and area is within easy walking distance of city centre and nearby medical establishments	
Colchester	4 - Brook Street Dedham	Limited waiting 8am – 6pm Mon to Sat	Pay and display 8am – 6pm Mon to Sat	11	3,054	Alternative nearby limited waiting bays and near to Mill Lane car park which offers a free of charge stay for 1 hour	
Colchester	5 - Kendal Avenue and Miliary Road	Limited waiting various hours	Pay and display at times of current limited waiting	28	21,177	Within walking distance of city centre and Britannia car park. Spaces on Military Road may be reduced if ECC's on-street EV charge point installations go ahead	
Colchester	6 - St Johns Green Colchester	Limited waiting 8am – 6pm Mon to Sat	Pay and display 8am – 6pm Mon to Sat	22	3,248	Opposite St Johns MSCP. Need to consider nearby primary school parking	

Authority Area	Site for Consideration	Current Restriction	Proposed Restriction	No. of bays	Estimated income (£)	Notes	Decision to proceed Yes/No
Braintree	7 - High Street and The Centre Halstead	Limited waiting max stay 1 hour, 8am – 6pm Mon to Sat (excluding market times in some bays)	Pay and display Mon – Sat 8am – 6pm (with allowances for markets)	50	8,563	Outside retail, allows more efficient turnover of spaces. Tariffs to match those of the Town Council public car parks at Butler Road and Chapel Street	
Braintree	8 - The Causeway Bocking End	Limited waiting 8am – 6pm Mon to Sat 1 hour no return within 3 hours	Pay and display 8am – 6pm max stay 2 hours	29	1,837	Application T11992100 would need to be considered as it includes same bays	
Braintree	9 - Newland Street Witham	Limited waiting 8am – 6pm Mon to Sat max stay 1 hour	Pay and display 8am – 6pm	26	6,034	Tariff based on nearby Newland Drive car park with percentage increase	
Epping Forest	11 - Hartland Road and Upper Kendal Road	Dual use limited waiting Mon - Sat and resident parking	Remain as dual use but alter limited waiting to paid parking Mon - Sat	65	14,591	Residential area that is near to town centre	
Epping Forest	12 - Lower Kendal Road	Dual use limited waiting and resident parking	Remain as dual use but alter limited waiting to paid parking	10	3,249	Nearby tube station attracting commuters	
Epping Forest	13 - Traps Hill Loughton	Limited waiting	Paid parking max stay 4 hours	6	1,414	Near to Traps Hill public car park	
Epping Forest	14 - Station Road Loughton	Limited waiting	Paid parking	30	11,190	Near to station and retail. Public car parks nearby	

Authority Area	Site for Consideration	Current Restriction	Proposed Restriction	No. of bays	Estimated income (£)	Notes	Decision to proceed Yes/No
Harlow	15 - Post Office Road	Limited waiting max stay 15 mins	Paid parking max stay 1 hour	4	942	Near to post office and public car park	
Harlow	16 - Westgate	Limited waiting	Paid parking	5	1,863	Near to Harvey Shopping Centre	
Harlow	18 - Wych Elm	Limited waiting Mon – Sat	Paid parking Mon - Sat	10	2,358	Next to Wych Elm MSCP	
Harlow	19 - Station Approach	Limited waiting	Paid parking max stay 2 hours	10	2,358	Near train station, retail outlets and a gym	

Appendix B – Maps (access via Member SharePoint site only)

Appendix C: Proposed Tariffs

Authority Area	Site for Consideration	Proposed Tariffs	Reason
Colchester	1 - Clarendon Way	Up to 1 hour..... £1.00 Up to 2 Hours £2.00 Up to 4 hours £4.00 All day (from 9.30am)..... £7.20 All day (from 4am) £8.70	Increase on tariffs compared to nearby Three Crowns Road car park
Colchester	2 - Middleborough	Up to 30 mins £1.30 Up to 1 hour..... £2.40 Up to 2 hours £3.60 Up to 4 hours £4.50	Increase in tariff from other City Centre Car Parks
Colchester	3 - Oxford Road	Up to 3 hours £1.70 All day £4.00	Matches Butt Road CP and addresses long-stay
Colchester	4 - Brook Street Dedham	Up to 1 hour..... £1.20 Up to 2 hours £2.00	Increase on tariffs at nearby Mill Lane car park to encourage use of car park and premium cost for parking near High Street
Colchester	5 - Kendal Avenue and Miliary Road	Up to 30 mins £1.30 Up to 1 hour..... £2.40 Up to 2 hours £3.60 Up to 4 hours £4.50	Matches Britannia car park which is closer to city centre
Colchester	6 - St Johns Green Colchester	Up to 1 hour..... £2.40 Up to 2 hours £3.60 Up to 4 hours £4.50	Increase on tariffs from nearby St Johns MSCP
Braintree	7 – High Street and The Centre Halstead	Up to 1 hour..... £1.00	Based on nearest tariff at Halstead Town Council car parks
Braintree	8 - The Causeway Bocking End	Up to 1 hour..... £1.80 Up to 2 hours £2.80	Based on nearby Causeway House tariffs (weekends) with percentage increase
Braintree	9 - Newland Street Witham	Up to 1 hour..... £1.80	Based on nearby Newlands car park tariffs with percentage increase
Epping Forest	10 - Hartland Road and Upper Kendal Avenue	Up to 2 hours £2.20 Over 1 hour up to 4pm £6.10	Matches current nearby on-street tariffs

Authority Area	Site for Consideration	Proposed Tariffs	Reason
Epping Forest	11 - Lower Kendal Avenue	Up to 1 hours £2.20 Over 1 hour up to 4pm £6.10	Tariffs in line with upper Kendal Avenue and matches current nearby on-street tariffs. Existing charges on Lower Kendal Avenue will need to be in line with proposed tariffs.
Epping Forest	12 - Traps Hill Loughton	Up to 1 hour..... £1.20 Up to 2 hours..... £2.20 Up to 3 hours..... £3.20 Up to 4 hours..... £4.20	Based on Traps Hill car park tariffs with percentage increase. Existing charges on Traps Hill will need to be in line with proposed tariffs.
Epping Forest	13 - Station Road Loughton	Up to 30 mins £0.60 Up to 1 hour..... £1.30 Up to 2 hours..... £2.20	Matches High Road Loughton on-street tariffs
Harlow	14 - Post Office Road	Up to 30 mins £0.80	No similar tariff in nearby car park to base the tariff on. Shortest stay in Post Office Road car park is up to 2 hours
Harlow	15 - Westgate	Up to 30 mins £0.80 Up to 1 hour..... £1.40	Consistency across the town centre
Harlow	16 - Wych Elm	Up to 30 mins £0.80 Up to 1 hour..... £1.40	No similar tariff in nearby car park to base the tariff on. Shortest stay in Wych Elm car park is up to 2 hours
Harlow	17 - Station Approach	Up to 1 hour..... £1.00 Up to 2 hours..... £2.00	Matches NCP car park at Harlow Station

Appendix D – Income Projections

The introduction of Payment at the kerbside is fundamentally to manage traffic and encourage appropriate use of off-street car parks for stays, and to manage the kerbside and reduce circulation of vehicles looking for parking by ensuring turnover of space.

There will also be savings in patrol times due to the reducing burden on officers having to return and check any limited waiting has not exceeded the time – which is a task completed by inspection. With a ticketed operation, the checks need only be made once, thus freeing up staff time to carry out other duties in a timely manner.

The projected income from these sites is as follows: –

Location	(£) Average estimate	(£) Higher Estimate
1 - Clarendon Way	11,254	12,536
2 - Middleborough	2,655	2,908
3 - Oxford Road	5,782	6,443
4 - Brook Street Dedham	3,016	3,107
5 - Kendal Avenue and Miliary Road	15,859	17,527
6 - St Johns Green Colchester	11,993	12,927
7 - High Street and The Centre Halstead	19,435	20,880
8 - The Causeway Bocking End	6,999	7,231
9 - Newland Street Witham	9,965	11,106
10 - Hartland Road and Upper Kendal Road	69,094	73,787
11 - Lower Kendal Road	15,259	16,784
12 - Traps Hill Loughton	3,901	4,123
13 - Station Road Loughton	17,981	18,094
14 - Post Office Road	931	959
15 - Westgate	2,409	2,884
16 - Wych Elm	3,531	3,637
17 - Station Approach	3,531	3,637

Total c. £140k income after cost of transactions (or **£190k** at the higher rate), with startup costs of around £25k taken out. The Average estimate has been selected in Appendix A.

A by-product of implementing a charging regime appropriate to the area is also an income.



North Essex Parking Partnership

Meeting Date: 1 February 2024
Title: **Forward Plan 2023-2024 and Meeting dates 2024-2025**
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, and meeting dates for 2024-25.

1. Recommended Decision(s)

- 1.1 To note and approve the North Essex Parking Partnership Forward Plan for 2023-24.
- 1.2 To approve the dates of Joint Committee meetings for 2024-25.

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. Rescheduled Reports

- 4.1 Officers have informed the clerk to the Joint Committee that the following item, scheduled for the Joint Committee to receive on 21 December 2023, would not be ready for consideration. This has been rescheduled provisionally to the meeting scheduled for 21 March 2024. Reporting officers will seek to confirm that this will come to that meeting at the earliest possible point.

- Whether to cease camera operations or how to make savings*

5. Meetings; dates for 2024-25

5.1 The Joint Committee is asked to approve the following as dates and venues for its meetings in 2024-25, with each meeting to commence at 1pm. Venues rotate between member authorities of the NEPP, but can be altered if any are impractical for the partner authority in question.

- 20 June 2024, at Colchester Town Hall [already approved by Joint Committee]
- 14 November 2024, at Uttlesford District Council's offices (CB11 4ER)
- 23 January 2025, at Braintree District Council's offices (CM7 9HB)
- 20 March 2025, at Clacton Town Hall (CO15 1SE)
- 19 June 2025, at Colchester Town Hall (CO1 1PJ)

6. Appendices

6.1 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	Hayley McGrath (CCC)
			Annual Review of Risk Management	Hayley McGrath (CCC)
			NEPP Financial Update	Richard Walker/
			Fees and Charges 2023-24	Richard Walker (PP)
			Obstructive Parking Update	Richard Walker (PP)
Forward Plan '23/24	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	Jason Butcher (PP)
			Financial Report	Richard Walker/
			Enforcement Discretion and Cancellation Policy	Jason Butcher (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan '23/24	Owen Howell (CCC)
Joint Committee for On Street Parking	7 December 2023, 10am Microsoft Teams - online	MEETING CANCELLED 24 December 2023 4.00pm, Venue: Council Chamber, Epping	NEPP Financial Update	Richard Walker (PP)
			Potential for introducing on-street pay and display in various districts	Jason Butcher (PP)
			Draft Budget/Business Plan for 2024/25*	Richard Walker (PP)
			Whether to cease camera operations or how to make savings*	Jake England (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
		Forest District Council CM16 4BZ	Transformation/revised Business Development Plan overview.* Obstructive Parking Update Forward Plan '23/24 and' 24/25 Dates	Richard Walker/ Jake England (PP) Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	22 January 2024 – 4pm Microsoft Teams - online	1 February 2024 Town Hall, High Street, Colchester CO1 1PJ	NEPP Financial Update NEPP Business Plan Technical report and Traffic Order Scheme Prioritisation Additional On-Street Paid parking Obstructive Parking Update Forward Plan '23/24 and' 24/25 Dates	Richard Walker (PP) Chris Hartgrove (CCC) Richard Walker (PP) Jason Butcher (PP) Jason Butcher (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 Whether to cease camera operations or how to make savings* Obstructive Parking Update Forward Plan '24/25	Richard Walker (PP) Jake England (PP) Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	6 June 2024, 10am	20 June 2024 1.00pm,	Annual Governance Review and Internal Audit Annual Review of Risk Management	Hayley McGrath (CCC) Hayley McGrath (CCC)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
	Microsoft Teams - online	Venue: Colchester Town Hall, High Street, Colchester	NEPP Financial Update Obstructive Parking Update Forward Plan '24/25	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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