

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

30 June 2016 at 1.30pm

**Grand Jury Room, Colchester Town Hall, High Street,
Colchester, Essex, C01 1PJ**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Eddie Johnson (Essex County Council)
Councillor Mike Lilley (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Danny Purton (Harlow District Council)
Councillor Nick Turner (Tendring District Council)

Substitutions:-

Councillor Will Breare-Hall for Councillor Gary Waller (Epping Forest District Council)

Also Present: -

Michael Adamson (Parking Partnership)
Jonathan Baker (Colchester Borough Council)
Stephanie Barnes (Parking Partnership)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest District Council)
Roger Harborough (Uttlesford District Council)
Joe McGill (Harlow District Council)
Hayley McGrath (Colchester Borough Council)
Samir Pandya (Braintree District Council)
Ian Taylor (Tendring District Council)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

1. Appointment of Chairman

RESOLVED that Councillor Mitchell (Braintree District Council) be elected Chairman of the North Essex Parking Partnership (NEPP) Joint Committee for On-Street Parking for 2016/17.

2. Appointment of Deputy Chairman

RESOLVED that Councillor Barker (Uttlesford District Council) be elected Deputy Chairman of the North Essex Parking Partnership Joint Committee for On-Street Parking for 2016/17.

3. Declarations of Interest

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

Councillor Johnson, in respect of being a Member of Harlow District Council,

declared a non-pecuniary interest.

4. Have Your Say!

Richard Gilyead, Saffron Walden

Richard Gilyead attended the NEPP Joint Committee meeting to highlight his concerns with the proposals included within the Essex County Council (Uttlesford District) Order Amendment No.40 report.

Mr Gilyead stated that there had been a wide range of objections from residents, employees from local businesses and pedestrians in the area. The proposals included within Item 8, to remove parking throughout the day, would increase the traffic flow only benefiting drivers and causing concern for residents, those travelling to the local schools and healthcare workers.

Mr Gilyead stated that the Traffic Regulation Order should be rejected in its current form and alternative proposals devised from the views and concerns of local residents.

Dan Starr, WeAreResidents

Dan Starr attended the Joint Committee and raised his concerns regarding the Essex County Council (Uttlesford District) Order Amendment in Saffron Walden considered under Item 8.

Mr Starr stated that at the time the proposals were originally launched the North Essex Parking Partnership Policy required the Town Councils approval, which had not at the time been given.

In removing the parking as part of this Traffic Regulation Order, it would displace 200 vehicles to park in other areas of Saffron Walden. The previous incarnations of the scheme were different but both rejected at the time. Mr Gilyead urged the Committee to reject the proposals.

Councillor Dr Richard Freeman, Uttlesford District Council and Saffron Walden Town Council.

Councillor Dr Richard Freeman addressed the Committee and highlighted his concern about the significant impact of this scheme. Cllr Dr Freeman stated that the fast moving traffic is not what is required and this would impact those attending schools in the area.

Cllr Dr Freeman also highlighted that there is a shortage of proposed crossings in the proposals, and that the NEPP should reject the proposals and go back to the drawing board to create a better set of proposals.

5. Minutes

RESOLVED that the minutes of the meeting held on 17 March 2016 were approved, subject to the following amendments;

- a) Epping Forest District Council Traffic Regulation Order 60072 type of restriction corrected to a Residents Parking Zone.
- b) To approve Traffic Regulation Order 10059 Hill Street, Saffron Walden,

6. The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) (Amendment No.40) Order – Consideration of Objections

Councillor Robert Mitchell introduced the report on the Essex County Council (Uttlesford District Area) (Amendment No.40) Order and highlighted the e-mail correspondence from Essex County Councillor for Saffron Walden Councillor Jon Lodge.

Councillor Susan Barker stated that the Essex County Council Order was required to remove the number of parked cars along the roads which cause a number of blind spots. The Traffic Regulation Order would allow for the traffic on the affected roads to run without the obstruction of parked cars. Councillor Barker also highlighted that the scheme was created following a traffic assessment of committed development on the east side of the town which indicated the need to improve traffic flow and air quality in the air quality management area covering the central part of the town.

Councillor Mitchell highlighted that many of the comments received were not necessarily objections, and that a high number of residents on the roads affected by the Traffic Regulation Order have Off-Street parking.

A member of the Committee questioned whether there had been a risk assessment on the introduction of this scheme given the cost of a potential challenge to the scheme. In response Richard Walker, Parking Partnership, stated that every Traffic Regulation Order is challengeable 6 weeks after it is made.

A member of the Committee also highlighted concern that different tiers of local government were not necessarily in agreement about the proposed Traffic Regulation Order.

Councillor Barker stated that there is no issue with those using the leisure centre to park when accessing local services.

RESOLVED that the Essex County Council (Uttlesford District)(Permitted Parking and Special Parking Area)(Amendment No.40) Order restrictions be approved.

7. Annual Review of Risk Management

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Review of Risk Management report for the North Essex Parking Partnership. The report requests the committee endorses the risk management strategy and reviews and comments on the risk register for the NEPP.

The Committee discussed the reports and questioned the implications of the introduction of the new pound coins and the impact of upgrading the car parking machines to accept the coins.

The Committee also questioned the impact of Essex County Council withdrawing £150,000 of funding from 2017/18. Richard Walker stated that budget reports will continue to be brought to the Joint Committee which will provide members on updates on how the service is operating with the income generated.

RESOLVED that;

- a. The North Essex Parking Partnership Joint Committee endorse the Risk Management Strategy for 2016/17.
- b. The committee reviewed and commented on the risk register for the Partnership.

8. Annual Governance Review and Internal Audit

Hayley McGrath, introduced the Annual Governance Review and Internal Audit Report. The report requests the Joint Committee note the annual Governance review of the North Essex Parking Partnership and review and comment on the Internal Audit report including the 'write offs'.

Hayley McGrath provided the Committee with an update on the Internal Audit report for 2015/16 for members to consider. The Committee heard that the Parking Partnership had received a limited assurance rating as the audit issued one level one recommendation and two level two recommendations. The level one recommendation related to ensuring that the car park income received in the bank account was matched with the amounts advised by G4S on a daily basis which mainly related to operations in Colchester. Hayley McGrath also highlighted the formalisation of the debt write-off process for the Parking Partnership.

The Committee welcomed the report and questioned whether some of the activities should be included in the Off-Street agenda. The Chairman provided clarification and highlighted that whilst some elements are related to Off-Street there is still a proportion of work undertaken in the On-Street and an impact on the On-Street service. Hayley McGrath stated that in delivering an audit it provides an overall view of the service and if there are issues in one part of the service this could then be affecting another part.

RESOLVED that;

- a. The Annual Governance Review of the North Essex Parking Partnership be noted
- b. The Joint Committee reviewed and commented on the Internal Audit Report.

9. Commuter Parking

Trevor Degville, Parking Partnership Technical Manager, introduced the report on Commuter Parking. The report requests the Committee decide on whether to tender for consultancy work which will review and assess the scale and impact of commuter parking in defined areas and seek to identify a solution.

The Committee discussed the areas that had been put forward for inclusion in the Commuter Parking Survey and questioned the basis of the suggestions and whether there should be a scoring mechanism.

Officers clarified that the proposals were made to enable a study of the main issues and the draft scope was set out in paragraphs 4-7.

Councillor Danny Purton, Harlow District Council, suggested an alternative approach may be to provide a toolkit to help those in local areas devise solutions unique to each situation and to work with train companies in commuter areas. Councillor Barker also mentioned that Stansted Airport should be given consideration to be included within the scope.

The Committee also highlighted to Councillor Johnson the impact of the five year freeze on restrictions being placed in new developments which are causing a significant issue in many areas of the North Essex Parking Partnership.

The Committee also questioned the level of risk associated, and the possible benefits of the plans, but also highlighted that the report did not include any potential cost of carrying out the work.

RESOLVED that:-

- a) The Joint Committee delegated responsibility to the Chairman with input from Client Officers to confirm additional areas to be considered as part of the scope.
- b) A report be submitted to a future Joint Committee meeting outlining the completed scope, and estimated cost of conducting a survey.

10. Essex County Council Scrutiny and Extension of NEPP Agreement

Richard Walker, Parking Partnership, introduced the report on the Essex County Council Scrutiny Report and extension of NEPP agreement. The report requests that the Joint Committee note the outcome of the Essex County Council Scrutiny Review and its support of an extension to the agreement. The report also requests that Joint Committee members make arrangements to be able to return to the October and December Joint Committee meetings with authority to make a decision about the operating agreement.

The Committee discussed the content of the report and the recommendations made by the Essex County Council Scrutiny Committee, and also suggested that a formal letter be sent to partner authorities regarding the requirements for renewing the partnership agreement.

Councillor Johnson highlighted that the letter from the North Essex Parking Partnership should be addressed to the Cabinet member rather than the Chairman of the Scrutiny Committee.

RESOLVED that –

- a) A letter to the Essex County Council Cabinet member in response to the Essex County Council scrutiny recommendations be drafted in consultation with the Chairman and circulated to Joint Committee members.
- b) The letter be submitted to the next Joint Committee meeting in October for information.
- c) A standard letter highlighting the requirements for renewing the partnership agreement for each partner authority be distributed to all Committee members.

11. NEPP On-Street Financial Position for 2015/16

Richard Walker, Parking Partnership, introduced the On-Street Financial Position for 2015/16. The report requests that the Joint Committee note the financial position and decide the allocation of surplus to projects or reserves.

Richard Walker stated that the Partnership has recruited more Civil Enforcement Officers (CEO's), which has helped with the effective issuing of Penalty Charge

Notices (PCN's) and that the winter weather was more favourable resulting in more enforcement being possible. This has resulted in the budget for 2015/16 ending in a position of surplus.

Richard Walker stated that with regards to the surplus funds that have not yet been allocated these could be reinvested into new Parking Schemes if requested by the Joint Committee. This would include innovations in technology such as bay sensors, additional Parksafe cars and communications including open days in different areas of the partnership.

RESOLVED that

- a) The On-Street Financial position for 2015/16 be noted.
- b) The additional surplus within the budget be used to provide additional technological advances and new parking schemes for the North Essex Parking Partnership.
- c) A new Development Plan for the Partnership is produced to carry the service up to 2022, including the four priority areas.

12. NEPP Annual Report Data for 2015/16

Richard Walker, Parking Partnership, introduced the report on the NEPP Annual report data. The report requires the Joint Committee to note the details as set out in the report.

Richard Walker stated that as part of the requirements regarding data publication the North Essex Parking Partnership is required to publish information relating to the partnerships performance in the previous financial year. The information included within the report is published through the datashare website and included within the NEPP's Annual report which will be brought to the Joint Committee meeting in October for approval.

Richard Walker responded to a query regarding how the PCN information is compiled for the year by stating that those PCN's that are issued within the year and paid within the year are included within the data. Those PCN's that aren't paid within the year are not represented within the data and nor is an estimate made of the potential payment that could be received.

RESOLVED that the NEPP Annual Report Data for 2015/16 be noted.

13. Traffic Regulation Orders Update

Trevor Degville, Parking Partnership, introduced the Traffic Regulation Orders Update report. The report for the Joint Committee to note provides an update to members on the maintenance of road markings and progress on Traffic Regulation orders.

RESOLVED that the Traffic Regulation Orders updated be noted.

14. North Essex Parking Partnership Operational Update

Lou Belgrove, Parking Partnership, introduced the North Essex Parking Operational Update. The report requests that the Joint Committee note the contents.

Lou Belgrove stated that the Parking Partnership in future would be alternating its

Operational reports so that they are on the agenda for the December and June meetings only.

Stephanie Barnes, Parking Partnership, provided the Committee with information on the Community Safety Accreditation Scheme that enables the Civil Enforcement Officers who have the training to issue Fixed Penalty Notices. The CSAS scheme also ensures that issues of violence or aggression are responded to by the Police as quick as possible. Currently there are fifteen employees who have the training, with ten of these being Civil Enforcement Officers.

The Committee also received an update on the progress of the Body Worn Cameras which CEOs are using across the partnership.

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

15. Forward Plan 2016/2017

Jonathan Baker, Colchester Borough Council, introduced the Forward Plan for the Joint Committee. The report requires the Forward Plan to be noted and for members to suggest items for inclusion.

The Committee highlighted that the renewal of the Partnership agreement should be added to the agenda for the October On-Street Joint Committee meeting.

RESOLVED that –

- a) The Renewal of the Parking Partnership agreement be added to the October meeting.
- b) That the Forward Plan 2016/2017 be noted.