



North Essex Parking Partnership

Joint Working Committee On-Street Parking

Council Chamber, Epping Forest District
Council, Civic Offices, High Street,
Epping, CM16 4BZ

11 December 2014 at 1.00 pm

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

North Essex Parking Partnership

Joint Committee Meeting – On-Street

Thursday 11 December 2014 at 1.00 pm

Council Chamber, Epping Forest District Council, Civic Offices, High Street,
Epping, CM16 4BZ

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Anthony Durcan (Harlow)
Nick Barlow (Colchester)
Rodney Bass (ECC)
Robert Mitchell (Braintree)
Nick Turner (Tendring)
Gary Waller (Epping Forest)

Non Executive Members:-

Eddie Johnson (ECC)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Joe McGill (Harlow)
Paul Partridge (Braintree)
Liz Burr (ECC)
Andrew Taylor (Uttlesford)
Shane Taylor (Parking Partnership)
Ian Taylor (Tendring)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies		
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 16 October meeting 2014.		1-16
6 NEPP On-Street Financial Update To note the financial position of the On-Street account as of Period 7.	Richard Walker	17-20
7 Budget 2015/16 To provide a verbal update on the Budget 2015/16.	Matthew Young	
8 Operational Report To consider and note the Operational Report for On-Street Parking	Lou Belgrove	21-23
9 Outside Agency Support in Enforcement - Partnership To consider outside agency support in enforcement from Authorities to work in Partnership together.	Richard Walker	24-25

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| 10 Meeting Dates 2015/16
To approve the meeting dates for 2015/16 | Jonathan Baker | 26-27 |
| 11 Forward Plan
To note the 2014-15 Forward Plan. | Jonathan Baker | 28-30 |
| 12 Urgent items
To announce any items not on the agenda which the Chairman has agreed to consider. | | |

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

**16 October 2014 at 1.00pm
Council Chamber, Uttlesford District Council, Saffron
Walden**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Anthony Durcan (Harlow District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: -

Councillor Rodney Bass (Essex County Council)
Councillor Nick Barlow (Colchester Borough Council)
Councillor Eddie Johnson (Essex County Council)
Councillor Nick Turner (Tendring District Council)

Also Present: -

Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Vicky Duff (Essex Highways)
Qasim Durrani (Epping Forest District Council)
Joe McGill (Harlow District Council)
Andrew Taylor (Uttlesford District Council)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

Apologies:-

Paul Partridge (Braintree District Council)

15. Declarations of Interest

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

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

16. Have Your Say

David Devine

David Devine from Copse Hill, Harlow, attended the meeting to address the committee outlining his support for waiting restrictions on Pyenest Road. Mr Devine stated that there is a significant problem with parking in the area, particularly in front of drives causing issues for residents. This traffic regulation order would allow for better, safer parking in the area; and out of 122 houses, 110 have signed a petition in support of the restrictions. Mr Devine also

suggested the possibility of placing additional signage on the verges to reinforce the seriousness of the matter.

Councillor Mitchell thanked Mr Devine for attending the meeting, and noted the points made.

Gary Watson

Gary Watson, resident of Westergreen Meadow, Braintree attended the meeting to address the Committee on the issue of requesting yellow lines outside his driveway as other car users currently make access to the driveway difficult. Mr Watson stated that the application had first been submitted back in May, with correspondence suggesting the local ward Councillors would be contacted. However this process did not occur until prompted by Mr Watson in October, at which point he was invited to attend the NEPP meeting. Mr Watson stated that he felt the procedures involved in making an application should be more transparent.

In response to Mr Watson, Councillor Mitchell stated that he had been personally involved in the case, and had visited the location as it falls under the Braintree District Council area. As part of the process the application has to be scored, and this case did not score highly enough to be recommended. It would not be feasible to place yellow lines outside Mr Watson's property as it would set a precedent. This particular issue occurs across many parts of Essex, and in this particular estate.

Councillor Lodge, Uttlesford District Council

Councillor Lodge, a Councillor on Uttlesford District Council attended the meeting to speak on a potential plan for residents parking on Borough Lane and Mount Pleasant Road. Councillor Lodge stated that it would be preferable to extend the already existing yellow lines further along both roads. A wider residents parking scheme would create disruption and problems. Councillor Lodge requested that residents are fully consulted throughout the process.

Mrs Williamson

Mrs Williamson, a resident of Mount Pleasant Road, reiterated the points raised by Councillor Lodge in requesting that views are sought from the local residents before any plans are approved. Mrs Williamson stated that residents parking would be an overkill solution for the area as it falls outside of Saffron Walden Town Centre, and that during most of the day and the night there is no problem with the parking arrangements on Mount Pleasant road.

Councillor Barker responded to Councillor Lodge and Miss Williamson regarding the parking issues raised, stating that the plans are currently being drawn up, which include Borough Road and Peasland Road, but exclude Debden Road.

Councillor Barlow, Braintree District Council

Councillor Barlow, from Braintree District Council, attended the meeting to highlight issues along Forest Road and the side roads of Acacia Gardens, Mulberry Gardens and Elderberry Gardens. In particular, he highlighted that residents in the area support junction protection. The area suffers from a high amount of commuter parking, and Mulberry Gardens is listed on satellite navigation systems as being a route to the A12. Residents have in the past complained about the speed of drivers and instances of door wing mirrors being broken. Councillor Barlow stated that protection measures are vital for residents in the area, however other measures rather than residents parking arrangements.

Councillor Mitchell thanked Councillor Barlow for attending and speaking at the meeting. The issue in this area of Witham is difficult as there are knock on effects. There may be an issue of speed if yellow lines are painted, and residents paying for parking if other schemes are adopted.

17. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for On Street Parking of 26 June 2014 be confirmed as a correct record.

Councillor Barker sought confirmation on the petty cash total being accounted for within Colchester budgets. Matthew Young stated that the petty cash total was included in Colchester Borough Council's account.

Councillor Mitchell informed the Committee of the two Government consultations. The first, which has been responded to was regarding the CCTV car, and the second, which is yet to be submitted is with regard to the public's right to challenge. The latter, due to the tight timescales will be submitted in consultation with Councillor Mitchell.

Councillor Barker requested an update on the Audit of the North Essex Parking Partnership. Matthew Young stated that once all hold harmless letters are signed and agreed a meeting will occur with the partners regarding the accounts.

18. North Essex Parking Partnership Annual Return

Matthew Young, Colchester Borough Council, introduced the North Essex Parking Partnership Annual Return report which confirms the publication of the annual return on the Colchester Borough Council website.

RESOLVED that the publication of the audited Annual Return for 2013/14.

19. North Essex Parking Partnership On-Street financial update

Richard Walker, Parking Partnership, introduced the report on the Budget 2015/16 which summarised the financial position of the On-Street account, and asked for recommendations on fees and charges for the forthcoming years until 2018.

The Joint Committee noted the financial update, and the three estimates regarding staffing numbers, of which option C was preferred. The Committee were informed that the Partnership has been developing a new scheme for employing Civil Enforcement Officers reflecting the challenges presented in the role to help fill the vacancies. An update on the impact of Park and Ride was also provided, with the likely effect to be on long stay parking. Although difficult to predict this budget impact has been factored in to Colchester Borough Councils Medium Term Financial Forecast.

Regarding the On-street fees and charges, Councillor Susan Barker stated that Uttlesford District Council were due to be having a review of the fees and charges from April 2016 and recommended that the price remain the same until the conclusion of the review to avoid confusion. Qasim Durrani, Epping Forest District Council, stated that the change at Epping is already in line with the proposed charges, however there will be a further review taking place next April. Ian Taylor, Tendring District Council, stated that in line with the report, there would be no changes to the pricing in Tendring.

The Joint Committee discussed the issue of digital and paper permits, and highlighted the need for support for those who are not computer literate. The Partnership stated that conversations had been had with the Library in Colchester to help applications, and that this could be expanded to a wider discussion with Essex Libraries. In addition the Committee discussed digital visitor's permits and the need to focus on equality when being implemented; health visitors would not require a visitor's permit as they would have their own. The Committee also noted that the visitors permit prices for Harlow within the appendices were aligned on the row below the correct position.

RESOLVED that:

- a) The financial position and the forecasts are noted by the Committee.
- b) The On-Street fees and charges remain unchanged for Tendring District Council, and unchanged in Uttlesford District Council pending a review scheduled for April 2016. The charges for Epping Forest District Council be updated to the recommended total; a further review is scheduled for next year.
- c) The Resident Permit prices as stated in the Appendices for year April 2015/16 - 2018/19 be approved.
- d) The Visitors Permit prices as stated in the Appendices for April 2015/16 - 2018/19 be approved.
- e) The other charges as stated in the Appendices for April 2015/16-2018/19 be approved.

20. North Essex Parking Partnership - On-Street Account - Budget 2015/16

Matthew Young introduced the report on the On-Street Account Budget 2015/16, which asks the Joint Committee to identify any additional factors that officers should take into account when formulating the On-street budget for 2015/16. The final budget for 2015/16 is scheduled to come to the next meeting in December.

The Joint Committee noted the factors in relation to the budget 2015/16. In addition the Committee discussed the North Essex Parking Partnership attending Essex County Council Scrutiny Panel, and funding of the Partnership particularly in relation to the South Essex Parking Partnership.

RESOLVED that the Joint Committee notes the issues faced by the North Essex Parking Partnership in the coming financial year and that they be included in the Budget 2015/16.

21. North Essex Parking Partnership Draft Annual Report

Richard Walker, Parking Partnership, introduced the Draft Annual Report to the Joint Committee for comments. The Draft report contains information for the financial year ending 31 March, providing an overview of operational performance of the partnership. Richard Walker also provided examples of other partnership annual reports from across the country for comparison in terms of design and presentation.

The Joint Committee made a number of small amendments to the Annual Report, and suggested that the report contains more of the achievements of the Partnership over the past year, incorporating elements from the Development Plan. Committee members also discussed methods to communicate the Plan to the public and offered assistance from the communication teams. With regard to the different presentation styles, the Committee questioned the cost involved in a more design heavy report and the total size of the document.

RESOLVED that the Draft Annual Report be noted.

22. North Essex Parking Partnership Operational Report

Christine Belgrove introduced the Operational Report for the NEPP, highlighting that the table included in the report states that Colchester Borough Council currently charge for disabled parking permits, however this is not currently the case.

The Joint Committee received an update on the CCTV car, which is now operated by Capita after a successful bid. As part of this bid, Capita are currently modifying the software so that it overcomes the previous issue of not being able to operate across council borders. This rebuild of the CCTV car should be completed by the end of October.

The Committee also requested that a report come to the North Essex Parking Partnership regarding the entitlements for disabled residents. The Committee were also informed that discussions were still on going for a welfare base between Epping and Harlow.

RESOLVED that the Operational Report be noted.

23. Traffic Regulation Order Update and Schemes for Approval

Trevor Degville, Parking Partnership, introduced the report and provided an update on the progress of the schemes undertaken by the Technical Team, and the list of schemes for approval.

Each Council representative provided information on the schemes recommended for approval, deferral or rejection. Epping Forest District Council added Woodland Road Loughton in the approved list as this had not been included in the report.

The Joint Committee asked for clarification on the allocation of approved Traffic Regulation Orders for each district, particularly regarding whether residents parking schemes are included as they could be classed as self-funding.

RESOLVED that:

- a) The Traffic regulation update report be noted.
- b) The position on the TRO schemes be noted and the status of the schemes be updated as set out in Appendix A to these minutes.

24. Forward Plan

Councillor Mitchell introduced the Forward Plan.

Matthew Young stated that there had been a scrutiny of the North Essex Parking Partnership at a recent Braintree District Council meeting, and questioned whether it would be possible to distribute the Task and Finish Group report to the partners. Councillor Mitchell stated that this shouldn't cause any issues.

The Joint Committee noted that there would be a report distributed to all partners and authorities communications teams regarding the concept of a North Essex Parking Partnership Blog. It was also agreed that a discussion take place at the next meeting regarding the position of blue badge entitlements across the partnership.

RESOLVED that

- a) Blue badges concession entitlements across the North Essex Parking Partnership be included in the Forward Plan for the December meeting.
- b) the Forward Plan be noted.

Appendix A

Uttlesford District Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Deferred (D) With date of meeting	
10024	Hawthorne Close - Takely	Waiting restrictions	D	10/04/2013
10032	Rowntree Way/Pleasant Valley- Saffron Walden	Waiting restrictions near Tesco entrance	D	08/01/2014
10040	Chequers Lane-Gt Dunmow	School based parking	Deferred	
10041	Hatfield Heath	Junction protection	Approved	
10042	Hall Road-Elsenham	Waiting restrictions	Progressed Elsewhere	
10043	Beaumont Hill-Gt Dunmow	Waiting restrictions		
10044	Maitland & Manor Road-Stansted	Junction protection for bus route		
10045	New Street Great Dunmow	Install limited waiting bays	Progressed	
10046	Museum Street, Saffron Walden	Amend double yellow line to residents parking/limited waiting	Progressed	
10047	East Street Saffron Walden	Waiting/clearway restrictions	Progressed	

Braintree District Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Deferred (D) With date of meeting	
20006	Rosewood Business Park-Witham	Waiting Restrictions	D	18/10/2012
20025	Vicarage Avenue-White Notley	Waiting Restrictions	D	18/10/2012
20036	Mill Chase-Halstead	Waiting Restrictions	Reject	
20054	Sarcel-Sisted	Waiting restriction – junction protection	D	08/08/2013
20059	Nicholls Grove	Commuter parking problem	D	08/08/2013
20063	Tey Road-Earls Colne	Resident Permit Parking	D	08/08/2013
20065	Station Road- Sible Hedingham	Waiting Restrictions	D	08/08/2013
20075	Rosemary Avenue	Resident Permit Parking	D	08/08/2013
20077	Marlborough Road (Gt Bradford school)-Braintree	Waiting restrictions at school entrance	Reject	
20079	Convent Hill/Lane-Braintree	Waiting restrictions	Reject	
20080	Hedingham Road-Halstead	Waiting restrictions-driveway access	Reject	
20082	Bridge End Lane/Cuckoo Way Great Notley, (From Austin Gingell of Cuckoo Way)	Waiting Restriction - 1 hour am & 1 hour pm	Approve	
20085	Witham Ind Estate-Freebournes Rd	Various sites	Approve	
20086	Western Road-Silver End	Waiting restriction	Reject	
20087	Forest Road-Witham	Waiting restriction	Defer	
20088	Yew Close-Witham	Waiting restriction	Defer	
20089	Avenue Rd-Witham	Amendments to restrictions-request previously refused	Defer	
20090	Vaughan Close, Braintree	Waiting restrictions in turning hammerhead-residential dispute	Reject	
20091	Panfield Lane (McIntyre)	Residents parking	Defer	
20092	Valentine Court-Braintree	School based parking	Defer	
20093	Keeble Way-Braintree	Waiting restrictions	Reject	
20094	River view-Witham	Waiting restrictions	Reject	
20095	High Street-Kelvedon	Waiting restrictions	Defer	
20096	Oak Road-Rivenhall	Limited waiting	Defer	
20097	Armond Road-Witham	Junction protection	Reject	
20098	Morley Road-Halstead	Residents parking	Approve	
20099	Maltings Court-Witham	Waiting restrictions-school based parking	Approve	
20100	St Peters Road-Coggeshall	Waiting restrictions	Reject	
20101	Cressing Rd-Witham	Extension to current school restrictions	Defer	

Harlow District Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Deferred (D)	
			With date of meeting	
30009	Harbuts Road	Waiting Restrictions	D	10/04/2013
30012	Traceys Road	Resident Permit Parking	D	10/04/2013
30013	Spinning Wheel Mead	Waiting Restrictions	D	10/04/2013
30014	Conyers	Waiting/Stopping Restrictions	D	10/04/2013
30016	Hollyfields	Resident Parking	D	10/04/2013
30017	School Lane	Resident Parking	D	10/04/2013
30018	Netteswell Tower/School Lane	Car parking blocking cycle track (commuters)	D	10/04/2013
30019	Roman Vale/Manor Road	Requested permit zone	D	10/04/2013
30021	Colt Hatch	Requested parking scheme		10/04/2013
30022	Hammar skjold Road	Local resident requested that the bus parking bays are reduced, these bays have only been in place for 2 years. The local authority do not support this request, the stop over bays were installed to support local bus operators	D	10/04/2013
30023	Oxleys	Requested parking control/possibly permits	D	10/04/2013
30024	Perry Road -Enterprise House	Blocked entrance, possible lining	D	10/04/2013
30027	New Hall	Parking near football field	D	10/04/2013
30028	Church Langley	Tesco access road and zebra crossing	D	10/04/2013
30034	Harlow Mill Station	Viability of on street pay and display, there is a lack of parking spaces at the station	D	10/04/2013
30035	College Square	Introduce short term P&D parking	D	10/04/2013
30036	Tawneys Road (school)	Addition to school restriction-requester has been contacted as current restrictions deemed adequate	D	08/01/2014
30037	Priory Avenue	Waiting restrictions	D	
30038	School Lane	Waiting restrictions-junction protection	D	08/01/2014
30040	Morningtons	Waiting restrictions to prevent driveway access issues?	Defer	
30041	Pyenest Road	Waiting restrictions at various points along the road	Approve	
30042	Waterhouse Moor	Junction Protection	Approve	
30043	Bishops Field	Residents Parking Scheme	Funded by Harlow	
30044	Clifton Hatch	Residents Permit Scheme	Funded by Harlow	
30045	Ryecroft	Waiting Restrictions	Approve	
30046	The Drive	Introduction of parking bays	Approve	
30047	Millfield	Introduction of parking bays	Defer	
30048	The Seeleys	Waiting restrictions and resident parking	Defer	
30049	Downes School	Amendment to permit scheme around school	Reject	
30050	The Hill Cooks Spinney	Waiting restrictions	Defer	

Colchester Borough Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Deferred (D) With date of meeting	
40016	Bristol/Wells & Carlisle Close	Waiting Restrictions	Approve	
40051	Athlestan Road	Resident Parking	Reject	
40069	Mile End Road	Loading Bay	D	10/04/2013
40078	North Hill	Residents Parking	Reject	
40079	St Christopher Road	Additional restrictions close to shops	D	08/01/2014
40086	Maldon Road	Resident Parking	Reject	
40088	Catchpool Road	Waiting restrictions/residents parking	D	08/01/2014
40091	Grimstone Road		Reject	
40094	Ambrose Avenue	Waiting restrictions close to doctors surgery	Reject	
40095	Hamilton Rd school	Intro of loading bay for school deliveries	Approve	
40097	Myland Primary school	Extension to school zigzag	Reject	
40098	Lexden Rd-The Grange	Waiting restrictions	Reject	
40099	Layer de la Haye school	Extension to school restriction	Reject	
40100	Layer Road	Waiting restrictions close to new Tescos site	Defer	
40101	London Road-Copford	Waiting restrictions for driveway access issues	Reject	
40102	Anthony Close	Junction protection	Reject	
40103	Barn Hall Avenue	Extension to junction protection	Reject	
40104	High Street-Station Road-Wivenhoe	Waiting restrictions	Defer	
40105	Harwich Road	Waiting restrictions	Defer	

Tendring District Council

50010	Primrose Road	School Restriction	D	18/10/2012
50013	High Street, Mistley	Waiting restrictions – junction protection	D	18/10/2012
50014	Waldegrave Way, Colchester Road, Lawford	Waiting restrictions	Approve	
50015	Main Road – Upper Dovercourt	Introduction of limited waiting bays	D	18/10/2012
50017	Hordle Street	Resident permit parking	D	18/10/2012
50028	Harwich and Dovercourt	Taxi Parking	D	18/10/2012
50032	Promenade Way, Brightlingsea	Waiting Restrictions	D	18/10/2012
50034	Key Road	Residents parking	D	18/10/2012
50036	West Street	Residents Parking	Approve	
50042	School Road, Great Oakley	School based parking	D	10/04/2013

Ref Number	Name of Scheme	Type of Restriction and brief summary	Deferred (D) With date of meeting	
24	Clarkes Road –Dovercourt	Waiting restriction and junction protection as parked vehicles causing line of site issues	D	08/03/2012
26	Milton Road- Lawford	Junction protection due to parked vehicles obstructing junction exit	D	08/03/2012
27	Station Road- Lawford	Station Road Lawford from Riverside Avenue West to Victoria Crescent (commuter parking)	D	08/03/2012
28	Trinity Street- Mistley	Waiting Restriction-free flow of traffic and motorist site line (obo Manningtree TC)	D	08/03/2012
46	Martello Road, Walton	Residents parking request	Approve	
50004	School Road, Elmstead Market	School Restriction	D	18/10/2012
50005	Pathfield Road	School Restriction	D	18/10/2012

50049	Chingford Avenue, Clacton	Waiting restrictions to prevent school based parking	D	10/04/2013
50050	Colchester Road, Manningtree	Waiting Restrictions around bend to improve sight lines	Approve	
50052	Carnavon Road, Clacton	No loading opposite social club to prevent traffic issues	D	10/04/2013
50057	Garden Road, Jaywick	Remove limited waiting	D	10/04/2013
50079	Victoria Street, Walton	Remove seasonal restriction		
50080	Victoria Street/High Street, Brightlingsea	Change limited waiting from 30 mins to 2 hours		
50081	Holland Road, Clacton	Waiting restriction extension	Approve	
50082	Lawford Dale Estate	Remove bank holidays from waiting restriction		
50083	Main Road, Harwich	Waiting restriction extension		
50084	Williamsburg Avenue, Harwich	Junction protection waiting restrictions		

50085	Seafeld Road/The Drive, Harwich	Removal of seasonal restrictions	Approve	
50086	Highfield Avenue, Harwich	Waiting restrictions/residents parking		
50087	Watson Road/Herbert Road, Clacton	Residents parking		
50088	Holland Park School	Alteration to school restriction times		
50089	Church Road, Thorrington	School based parking		
50090	Dean Hill Avenue	School based parking		
50091	Portabello Road	Residents parking	Approve	

Epping Forest District Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Deferred (D) With date of meeting	
60000	Algers Mead- Loughton	Residents Parking	D	18/10/2012
60003	Sewardstone Road-WA	Waiting Restrictions	Approve	
60005	Rodings Garden-Loughton	Waiting Restrictions	D	18/10/2012
60006	Loughton Station	Waiting Restrictions	D	18/10/2012
60007	Fairmeads-Loughton	Waiting Restrictions	D	18/10/2012
60008	Audley Gardens-Loughton	Waiting Restrictions	D	18/10/2012
60010	Pentlow Way-Loughton	Waiting Restrictions	D	18/10/2012
60011	Norman Close-Waltham Abbey	Waiting Restrictions	D	18/10/2012
60014	Marjorams Avenue/Hill Top-Loughton	Waiting Restrictions	D	18/10/2012
60015	Beaconfield Road-Epping	Waiting Restrictions	D	18/10/2012
60016	Beaconsfield Avenue-Epping	Waiting Restrictions	D	18/10/2012
60018	Queens Road-Buckhurst Hill	Change to P&D Machines Times	D	18/10/2012
60019	Willow Tree Close-Abridge	Waiting Restrictions	D	18/10/2012
60020	Alderwood Drive	Waiting Restrictions	D	18/10/2012
60021	Hornbeam Road-Theydon Bois	Waiting Restrictions	D	18/10/2012
60022	Green Walk -Ongar	Waiting Restrictions	D	18/10/2012
60023	Purlieu Way/Theydon Park	Waiting Restrictions/Residents Parking	D	18/10/2012
60025	Pike Way-North Weald	Waiting Restrictions	D	18/10/2012
60026	Hillyfields- Debden	Waiting Restrictions	Approve	
60027	Merlin Way-North Weald	Waiting Restrictions	D	18/10/2012
60028	Ongar Market	Relocate Market to Highway	D	18/10/2012
60029	Taxi Bays (throughout district)	Introduce new sites	D	18/10/2012
60030	The Uplands-Loughton	Waiting Restrictions	D	18/10/2012
60031	Hartland Road-Epping	Waiting Restrictions	D	18/10/2012
60034	Smarts Lane-Loughton	Waiting Restrictions/Residents Parking	D	18/10/2012
60035	Epping New Road(Boleyn Court)-Buckhurst Hill	Waiting Restrictions	D	18/10/2012
60037	Brooklyn Parade-Loughton	Limited Waiting	D	18/10/2012
60038	Hazelwood-Loughton	Adjust recently implemented restrictions	D	18/10/2012
60039	Goldings Road-Loughton	Waiting Restrictions	D	18/10/2012
60040	Tycehurst Hill-Loughton	Waiting Restrictions	D	18/10/2012
60041	Forest Edge-Buckhurst Hill	Waiting Restrictions	D	18/10/2012
60043	High Road – Chigwell (Station)	Commuter Parking	D	10/04/2013
60044	Coppice Row – Theydon Bois	Commuter Parking	D	10/04/2013
60045	Ivy Chimneys Road-Epping	Resident permit parking	D	10/04/2013

60046	Crossing Road-Epping	Resident permit parking	D	10/04/2013
60047	Hemnal Street-Epping	Resident permit parking/Limited waiting	D	10/04/2013
60048	Carrisbrook Close-Epping	Commuter Parking	Approve	
60049	Lower Swaines-Epping	Restrictions to counter school based parking	D	10/04/2013
60050	High Street -Epping	Loading Bay	D	10/04/2013
60051	Pancroft – Abridge	Waiting restriction	D	10/04/2013
60052	Hoe Lane – Abridge	Resident Permit Parking	D	10/04/2013
60054	Monkswood Avenue/The Cobbins – Waltham Abbey	Verge Parking	D	10/04/2013
60055	Harveyfields – Waltham Abbey	Resident permit parking	D	10/04/2013
60056	Stradbroke Grove – Buckhurst Hill	Change in restrictions to combat commuter parking	D	10/04/2013
60057	Scotland Road –Buckhurst Hill	Waiting restrictions	D	10/04/2013
60058	Crownfield – Lower Nazeing	Commuter restrictions/Resident permit parking	D	10/04/2013
60059	Ladywell Prospect – Sheering	Waiting Restriction	D	10/04/2013
60060	Church Mead – Roydon	Waiting Restriction	D	10/04/2013
60061	Smarts Lane/Forest Road – Loughton	Resident Parking	D	10/04/2013
60062	High Gables – Loughton	Resident permit parking	D	10/04/2013
60063	Forest Drive - Theydon Bois	Pavement Parking	D	10/04/2013
60064	High Road – Chigwell (School)	School based/Commuter Parking	D	
60066	Knighton Lane – Buckhurst Hill	Waiting Restrictions	D	10/04/2013
60067	Theydon Park Road – Theydon Bois	Revocation of waiting restriction	D	10/04/2013
60068	Glebe Road – Ongar	Waiting restriction	D	10/04/2013
60069	Castle Street – Ongar	Waiting restriction	Approve	
60071	River Road – Loughton Way – Buckhurst Way, Loughton	Waiting restrictions &c. (nr. Roding Valley Underground)	D	10/04/2014
60072	Allnuts Road-Epping	Restrictions to prevent pavement parking	D	08/01/2014
60073	The Drive -Loughton	Conversion of SYL to DYL near Morrisons	D	08/01/2014
60073	Whitehills Road-Loughton	Waiting restrictions on bend near to school	D	08/01/2014
60074	Bridge Hill-Epping	Extension of waiting restrictions	D	08/01/2014
60075	Albany Court-Epping	Restrictions to prevent commuter parking	D	08/01/2014
60076	Tudor Close -Chigwell	Restrictions to prevent commuter parking	D	08/01/2014
60077	Harwater Drive- Loughton	Waiting restrictions – junction protection	D	08/01/2014
60078	Monkswood Avenue	Waiting restrictions	D	08/01/2014
60079	Pancroft Abridge	Waiting restrictions to assist bus assist	D	08/01/2014
60080	Ladywell Prospect-Lower Sheering	Waiting restrictions to deter commercial vehicle parking	D	08/01/2014
60081	High Road- Chigwell	Extension of waiting restrictions to stop commuter parking	D	08/01/2014
60082	Eastbrook Road- Waltham Abbey	Resident parking	D	08/01/2014
60083	Borders Lane-St Nicholas Place-Loughton	Waiting restrictions	D	08/01/2014
60084	Albert Road (Sycamore House) Buckhurst Hill	Residents Parking or Limited waiting to deter commuter parking (to be absorbed into parking review)	D	08/01/2014
60085	Albion Hill-Loughton	Extension to waiting restrictions	D	08/01/2014

60086	Queens Road-Buckhurst Hill (145)	Adjustment to parking bay	D	08/01/2014
60087	Queens Road-Buckhurst Hill (102-104)	Adjustment to parking bay	D	08/01/2014
60088	Cleland Path-Loughton	Waiting restrictions-junction/pavement parking	D	08/01/2014
60089	Blackmore Road-Buckhurst Hill	Waiting restrictions-junction parking	D	08/01/2014
60090	High Street-Ongar (St Martins Mews)	Adjustment of parking bay	D	08/01/2014
60091	Theydon Grove-Epping	Extension to residents parking bays	D	08/01/2014
60092	Lower Park Road-Loughton	Waiting restrictions on bend	D	08/01/2014
60093	Englands Lane-Loughton	Waiting restrictions	D	08/01/2014
60094	Epping town centre	Inclusion of additional business in permit zone		
60095	Hanbury Park estate	Waiting restrictions		
60096	Whealers Farm Gardens, North Weald	Waiting restrictions		
60097	Courtland Drive, Chigwell	Waiting restrictions		
60098	London Road-Potter Street	Waiting restrictions to deter car sharing parking	Approve	
60099	Field Close-Abridge	Junction protection		
60100	Lambourne Road-Chigwell	Junction protection		
60101	Lower Park Road-Loughton	Res parking-waiting restrictions		
60102	Green Glade-Theydon	Waiting restrictions		
60103	Station Road-North Weald	Waiting restrictions		
60104	Sheering Lower Road	Residents parking		
60105	Algers Mead-Algers Close-Loughton	Junction protection		
60106	Riverside Ave-Broxbourne	Junction protection		
60107	Church Hill-Epping	Change of restriction		
60108	Raymond Gardens Chigwell	Junction Protection		
60112	Woodland Road, Loughton	School based parking		

- Epping Forest District Council recommended Woodland Road, Loughton for approval at the meeting. This has been included as scheme 60112 on the list above.

Report to: On-Street report to Joint Committee, Parking Partnership

Date: 11 December 2014

Subject: **NEPP On-Street financial update** (end of Period 7 / October 2014/15)

Author: Richard Walker, Group Manager, Parking Partnership

Presented by: Richard Walker, Group Manager, Parking Partnership

1 Summary

- 1.1 The report summarises the financial position and issues to date for the NEPP on-street account, which is presented for information.
- 1.2 The financial situation overall for the on-street account is a slight surplus. Whilst a shortfall in income is shown, this is offset partially by savings in salaries and partially by income slightly over budget to date.

2 Income

- 2.1 The income collected from Penalty Charge Notices (PCN) was reported £160k below budget at the end of period 5. The PCN variance has reduced to £150k below budget since the mitigation set out last time has commenced. In the forecast, we predict a £50k shortfall in PCN income at the end of the year, which is likely to be offset by other income (see paragraph 2.4-2.5).
- 2.2 New officers have taken up posts, and enforcement activity has begun with bailiffs, leading to a closure of the gap in PCN income. Income from Resident Permits remains on track and income from Pay & Display is slightly increased, taking into consideration banking timing with a change to the collection contractor
- 2.3 Members should note that it is very difficult to predict levels of income that can be earned through on-street enforcement activities as it is entirely dependent on driver behaviour. Budgets have been set at a level which reflects the experience and trends over the past operating years, and these are felt to be broadly achievable.
- 2.4 Income from Resident Parking is on track. It is important that the income from permits and visitor permits covers the costs of the Resident Parking expenditure. This takes into account the change in prices from 2013/14.
- 2.5 Income from Pay & Display areas has remained constant – changes are linked to usage and capacity, and banking timing issues due to the change in cash collection contractor.
- 2.6 The medium-term risks to mentioned in the last report remain, relating to income and the present uncertainty in the future direction of Government Policy; the impact of Park & Ride in Colchester; the low likelihood that the rate of the PCN would be increased (not representing the increasing costs of issuing and processing); whether any on-street payment is introduced; the general unpredictability of PCN issues and the inflation of costs.

3 Expenditure

- 3.1 Overall savings in the staffing budgets to date total just over £100k (£68k at the last report) and are mainly down to the current vacancies in Civil Enforcement Officer (CEO) posts. Three additional staff have started since the last report. A sustained effort continues to also reduce costs in both direct and indirect expenditure areas.
- 3.2 The surplus funds allocated at the last meeting (£100k) is held in a ring-fenced balance and not included in the figures.
- 3.3 The £52k budget from the surplus which was approved for spend during 2013/14 has not been applied to these figures; The Period 8 figures tabled will have these applied to budgets and the forecast spend adjusted accordingly.

4 Recommendations & Decisions

- 4.1 It is recommended that the figures and forecast shown in the report, and details in Appendix A, be noted.
- 4.2 Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

<p>The Committee is asked to note the financial position and the forecasts shown in the Appendix.</p>
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Appendix A – On Street Financial Update

NEPP: Outturn Forecast 2014/2015 at period 7								T:\PARKING SERVICES\Budget\Louise\2014-2015\[NEPP Period 7 2014-2015 for JPC.xls]Analysis	
On-street Account	2013/14 Actual to end of Per. 7	2014/2015 Actual to date (P7)	2014/2015 Budget to date	2014/2015 Variance to date	2014/2015 Forecast out- turn	2014/2015 Annual budget	2014/2015 Projected variance	Note	
	A	B	C	D	E	F	G		
Expenditure									
Direct costs									
Employee costs:									
Management	35	40	33	7	70	57	13		Parking Services Mgt Team staff costs
CEOs & Supervision	643	524	624	(100)	989	1,069	(80)		CEOs & Supervisor staff costs
Back Office	166	150	150	-	248	257	(9)		Back Office staff costs
TRO's	47	51	49	2	79	84	(5)		TRO team staff costs
Premises costs	5	8	5	3	9	8	2		R&M budget (small expenditure anticipated)
Transport costs (running costs)	16	18	21	(3)	54	36	18	A	Fuel, public transport etc
Supplies & Services	111	77	81	(4)	225	163	62	B	General expenditure
Third Party Payments	24	15	18	(2)	37	35	1		Chipside and TEC bureau costs
	1,047	884	980	(97)	1,711	1,709	2		
Non-direct costs									
Accommodation	41	34	34	-	58	58	-		Accommodation
Other Support Services	123	97	97	-	148	148	-		Accountancy, HR, insurance, HoS, etc
Cash Office & Receipting & Postage	19	23	18	5	36	32	5		Cash Office & postage
Communications	15	11	11	-	18	18	-		Communications
Fleet contract hire	31	46	46	-	69	69	-		Fleet costs
IT	51	39	39	-	66	66	-		IT costs
	280	249	244	5	395	391	5		
Total Expenditure	1,327	1,133	1,224	(92)	2,106	2,099	7		
Income									
Penalty Charges (PCNs)	(927)	(669)	(819)	150	(1,481)	(1,531)	50	1	PCNs
Parking Permits/Season Tickets	(235)	(261)	(234)	(27)	(509)	(401)	(108)	C	Visitor Permits / Season tickets
Parking Charges (P&D etc)	(92)	(111)	(98)	(13)	(219)	(168)	(51)	J	Pay & Display charges
Other income	(25)	(0)	-	-	-	-	-		Misc reimbursements from partners
Total Income	(1,279)	(1,041)	(1,151)	110	(2,209)	(2,100)	(109)		
Deficit / (Surplus)	48	91	73	18	(103)	(1)	(102)		
transfer to reserve									
		Notes							
		A	Transport costs prediction but due to save by replacing 7-seater with cars						
		B	More General Expenditure is made in the second half of the year						
		C	PCNs predicted under budget, offset by other income slightly over budget						

Detailed Break-down of Budget Headings

Premises Costs

ENERGY COSTS

RENTS, RATES & WATER CHARGES

NNDR

Transport Costs

DIESEL

OCCASIONAL VEHICLE HIRE

OYSTER CARDS

Supplies & Services

GENERAL OFFICE COSTS

Consumables (batteries, cleaning, car fluids)

Stationery General

External Printing-

AUDIT

COMMUNICATIONS

Telephones-Rentals

Telephony System-Licence & Maintenance

Telephones-Mobile Phones

I.T. & COMPUTING

I T-Computer Maintenance

I T - Computer Communications

I T-Software Licenses

I T-Other

I T Software

SUBSCRIPTIONS & LICENCES

British Parking Association, etc.

MISCELLANEOUS & OTHER EXPENSES

Traffic Enforcement Centre

NEPP Parking System, DVLA Bureau & Web

Report to: On-Street report to Joint Committee, Parking Partnership

Date: 11 December 2014

Subject: North Essex Parking Partnership Operational Report

Author: Lou Belgrove, NE Parking Partnership

Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

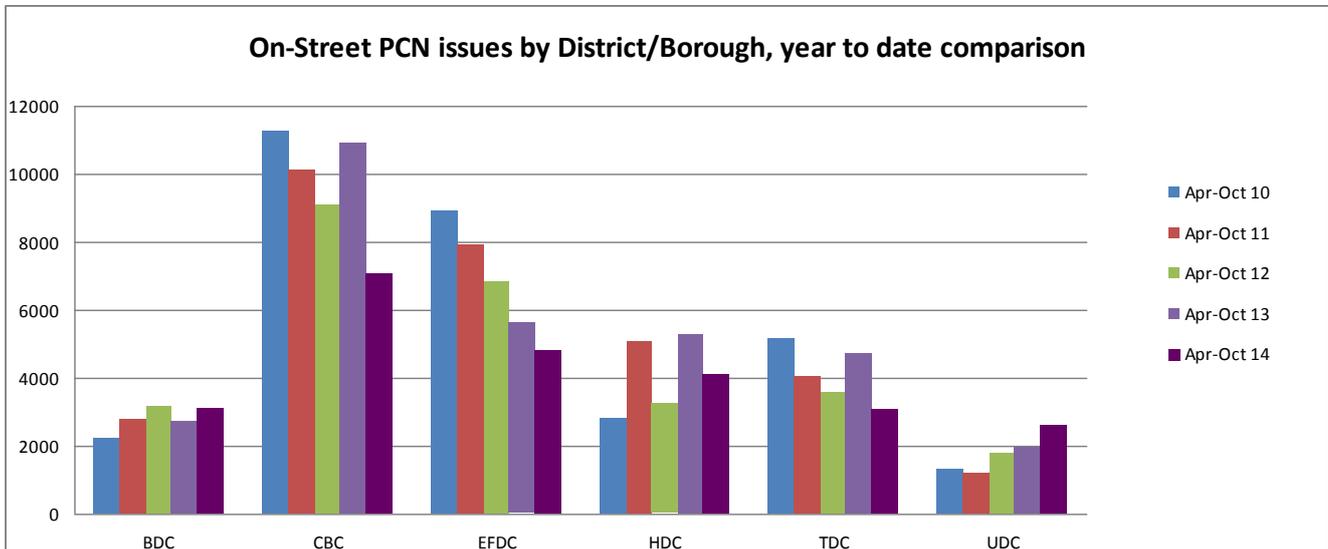
1. Introduction and Purpose of Report

- 1.1 The report gives Members an overview of operational progress since October 2014.
- 1.2 The report is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

2. Detailed considerations

2.1 On - Street Performance measures

2.1.1 The following graph and table show the issue rate of all Penalty Charges for the on-street parking function, with a year to date comparison.



On Street PCNs by month, per District/Borough														
	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	369	1605	1142	446	424	159		Apr-12	434	1195	1074	362	566	194
May-10	359	1555	1437	391	767	177		May-12	379	1388	1200	422	484	202
Jun-10	301	1471	1271	347	789	142		Jun-12	389	1171	940	540	525	236
Jul-10	289	1293	1380	397	1108	172		Jul-12	474	1225	1091	509	596	275
Aug-10	262	1758	1143	380	734	199		Aug-12	525	1249	1076	449	667	308
Sep-10	321	1596	1283	386	607	207		Sep-12	504	1375	723	369	361	261
Oct-10	323	1981	1284	473	738	249		Oct-12	448	1491	749	603	376	294
Apr-Oct 10	2224	11259	8940	2820	5167	1305		Apr-Oct 12	3153	9094	6853	3254	3575	1770
Nov-10	339	2057	1554	897	617	293		Nov-12	431	1631	656	818	432	312
Dec-10	235	1151	1105	490	314	94		Dec-12	459	1515	603	760	539	209
Jan-11	286	1803	1448	692	506	132		Jan-13	467	1565	576	535	470	258
Feb-11	263	1464	1151	795	453	149		Feb-13	570	1799	723	545	575	262
Mar-11	290	1360	1222	543	216	118		Mar-13	437	1804	905	744	865	256
FY 10-11	3637	19094	15420	6237	7273	2091		FY 12-13	5517	17408	10316	6656	6456	3067
Apr-11	298	1441	1081	700	593	139		Apr-13	444	1790	857	685	921	265
May-11	383	1483	1079	837	464	146		May-13	373	2132	947	781	1002	263
Jun-11	321	1449	1058	900	497	139		Jun-13	385	1519	802	858	736	324
Jul-11	344	1556	1154	853	747	149		Jul-13	446	1782	748	880	727	322
Aug-11	484	1340	1059	543	667	196		Aug-13	337	1331	741	892	461	278
Sep-11	483	1257	1223	567	489	195		Sep-13	382	1154	661	610	372	274
Oct-11	467	1620	1250	670	588	214		Oct-13	351	1234	858	566	523	212
Apr-Oct 11	2780	10146	7904	5070	4045	1178		Apr-Oct 13	2718	10942	5614	5272	4742	1938
Nov-11	364	1214	1319	751	437	186		Nov-13	359	1250	940	783	549	333
Dec-11	314	1123	1404	703	364	163		Dec-13	360	1078	884	682	326	273
Jan-12	403	1141	1287	679	445	164		Jan-14	423	984	854	583	338	423
Feb-12	246	843	1099	451	302	126		Feb-14	345	1191	659	522	301	250
Mar-12	321	1157	1260	295	487	147		Mar-14	310	1224	768	630	484	283
FY 11-12	4428	15624	14273	7949	6080	1964		FY 13-14	4515	16669	9719	8472	6740	3500
								Apr-14	368	910	729	453	367	307
								May-14	486	1021	746	633	500	362
								Jun-14	479	926	538	461	357	369
								Jul-14	339	927	747	671	434	345
								Aug-14	472	1285	624	565	612	402
								Sep-14	472	950	691	630	443	395
								Oct-14	491	1052	740	662	352	436
								Apr-Oct 14	3107	7071	4815	4075	3065	2616

2.1.2 In the Central districts PCN levels have continued to increase – this is due to measures that have been implemented including better deployment of available staff and more intelligent enforcement. The 70/30 split has been addressed allowing on-street enforcement to take priority.

2.1.3 The Eastern districts numbers have suffered due to the depleted numbers of CEOs. Both sickness absence and a decrease in the number of employed staff has played a large part in this reduction. Two new Officers have recently been recruited in the East and further recruitment is continuing to allow us to return to the full compliment of staff as soon as possible (across all districts).

2.1.4 The Western districts have also seen a decline in the number of PCNs issued, again due to restricted levels of enforcement staff. Better deployment of available staff and more intelligent ways of working are being considered in order to help address the decline in PCN numbers.

Work is being carried out with client officers to try and establish a welfare base in Epping Forest District which would allow officers to spend less time travelling from district to district in rest periods.

3.0 Back Office/Business Unit

3.1 CCTV Vehicle

3.1.1 Work is continuing with the supplier and contractor to refine the issues with the vehicle's communication and processing software as previously discussed at prior meetings.

3.2 MiPermit

3.2.1 Work on the roll out of the on-street resident element of the system is progressing. The system will shortly be rolled out across the Uttlesford District and work is on-going to introduce into the remaining districts by the end of the financial year.

3.2.2 Residents will be informed of the new process at the time of renewal of their existing permit. New permit holders will need to make application to the NEPP to assess the proof of residency and in turn will be given a web code by a NEPP officer to set up their new virtual account.

3.2.3 An assisted service will be available to those residents who are not able to access the internet.

3.3 Disabled Residents – Entitlements.

3.3.1 Members had requested that further information be reported to this meeting in regard to implementing a charge for a disabled resident permit across the NEPP, however, following recent discussions at a local parking forum, it is now felt that further investigation is needed into the feasibility of introducing a charge for a disabled resident permit.

3.3.2 It has been suggested that section 9 of the "The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000" stipulates that any Order made under section 45 or 46 of the Road Traffic Regulation Act 1984 exempts disabled drivers from the charges associated with residential permits.

3.3.3 It is now recommended that the possible implementation a charge for disabled residential permits is postponed until such time that further investigation can be carried out to clarify the situation.

4.0 Future work

4.1 The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through "smarter enforcement" in order to reduce costs.

Report to: Joint Committee, Parking Partnership
Date: December 2014
Subject: Outside Agency Support in Enforcement - Partnership
Author: Richard Walker, Group Manager, North Essex Parking Partnership
Presented by: Richard Walker, Group Manager, North Essex Parking Partnership

1 Introduction

- 1.1 At the Committee Meeting of 6 March 2014 the Group Manager introduced a second report following an earlier approach that had been made by an Authority to assist with enforcement on behalf of North Essex Parking Partnership (NEPP).
- 1.2 At the time the Committee decided that the idea be deferred until sufficient resources could be provided to consider this as a joint project.
- 1.3 The Joint Committee had asked about the issues which may surround another Authority, beside the Lead Authority, providing local on-street enforcement, and these details were the subject of that paper.
- 1.4 In the meantime, a the Police Authority has approached Essex County Council generally in offering resources to jointly patrol different areas at key times as part of a pilot; there is appetite to commence a pilot in the Colchester area.

2 Outline of work

- 2.1 Both the Police (Community Support Officers, or PCSOs) and Tendring District Council (with Civil Enforcement Officers, CEOs), have a resource available, and the aim is to provide additional enforcement activity at school times.
- 2.2 Between 08:00 and 0900 most mornings, Tendring District Council has Officers available to assist between other necessary tasks. The Authority has offered its services to assist.
- 2.3 Police PCSOs often attend school areas at school opening and closing times as they are called to assist, including other matters which include parking-related issues.
- 2.4 Most parking contraventions can only be progressed by officers who have been appointed as a CEO, and identified as working in parking enforcement.
- 2.5 It is proposed to appoint as CEOs for on-street enforcement any officers which would undertake the work (including the relevant training and systems) and assign only parking duties to the roles when this work is being undertaken. Officers will be identifiable in the same way as NEPP CEOs including a badge number.

- 2.6 The Parking Partnerships are operated by a lead authority to whom the parking enforcement function is delegated, via the Joint Committee.
- 2.7 It is just these areas outside schools and at school times where this pilot project is being considered, in defined beat areas, so that the enforcement provided can be in addition to, and supplement, the NEPP school patrols.
- 2.8 All follow-up work would be within the NEPP system.
- 2.9 A scheme to recognise the amount of work completed, regardless of their outcome of PCNs (thus not being an incentive scheme), is proposed in order to help cover costs, taken from the proceeds of PCN payments.
- 2.10 It is recommended that the offer is taken up on a trial basis in order to provide additional reactive enforcement around schools at the most critical times in the morning and afternoon at arrival and departure times for the purpose of road safety, tackling congestion and providing access to local properties.
- 2.11 Resources will be provided in Partnership to cover the hardware needs for the officers (equipment by the Authorities providing the officers and systems amendments and enforcement follow up by NEPP).

3 Decision

- 3.1 It is recommended that Members welcome these approaches from the other Authorities to work in Partnership together.
- 3.2 Furthermore that a pilot project with each be entered into with appropriate delegations being granted to enable this; with an update on progress being submitted to a future meeting.
- 3.3 **Members are invited to review and debate the merits of these offers.**
- 3.4 **Members are invited to decide whether to work in partnership with:**
 - **Tendring District Council – Off-Street Civil Enforcement Officers**
 - **Police – Community Support Officers****in providing an enhanced parking enforcement service at schools.**
- 3.5 **Members are invited to decide delegate powers to the Group Manager in order to appoint Civil Enforcement Officers from other Authorities to act on behalf of NEPP, with any powers necessary to act on NEPP's behalf in this role.**

NORTH ESSEX PARKING PARTNERSHIP (NEPP)

FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS AND REPORTS 2015-16

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	14 May 2015	21 May 2015 10-12pm Rowan House Colchester	18 June 2015 1.00 pm Grand Jury Room, Town Hall, COLCHESTER	Statement of Accounts	Steve Heath (CBC) 01206 282389
				Annual Governance Statement/ Risk Register (schedule high up the agenda)	Hayley McGrath (CBC) 01206 508902
				Operational Report	Richard Walker / Lou Belgrove (PP)
				Scheme Updates	Trevor Degville/Shane Taylor (PP)
				TRO Schemes for approval	Trevor Degville/Shane Taylor (PP)
Annual Report	Richard Walker				
Joint Committee for On/Off Street Parking	01 October 2015	08 October 2015 10-12pm Rowan House Colchester	29 October 2015 Tendring	Budget Update: 6 month position	Richard Walker/
				Price Review	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)
				Annual Report	Richard Walker (PP)
				Scheme Updates	Trevor Degville/Shane Taylor (PP)
Joint Committee for On/Off Street Parking	19 November 2015	26 November 2015 10-12pm Rowan House	17 December 2015 Harlow	Budget Update	Richard Walker
				TRO Schemes for approval	Trevor Degville/Shane Taylor (PP)

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
		Colchester		Scheme Updates	Trevor Degville/Shane Taylor (PP)
Joint Committee for On/Off Street Parking	11 February 2016	18 February 2016 10-12pm Rowan House Colchester	10 March 2016 Uttlesford	Policy Review Operational Report	Richard Walker (PP) Lou Belgrove (PP)
Joint Committee for On/Off Street Parking	19 May 2016	26 May 2016	23 June 2016 Grand Jury Room, Colchester	Statement of Accounts Annual Governance Statement/ Risk Register (schedule high up the agenda) Operational Report Scheme Updates TRO Schemes for approval Annual Report	Steve Heath (CBC) 01206 282389 Hayley McGrath (CBC) 01206 508902 Richard Walker / Lou Belgrove (PP) Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker

CBC / Parking Partnership Contacts

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NORTH ESSEX PARKING PARTNERSHIP (NEPP)

FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS AND REPORTS 2014-15

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	29 May 2014	5 June 2014 10-12pm Grand Jury Room, Town Hall, Colchester	26 June 2014 1.00 pm Grand Jury Room, Town Hall, COLCHESTER	Statement of Accounts	Steve Heath (CBC) 01206 282389
				Annual Governance Statement/ Risk Register (schedule high up the agenda)	Hayley McGrath (CBC) 01206 508902
				Budget Report 2013/14: Year End Actions	Matthew Young (CBC)
				Development Plan	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)
				Scheme Updates	Trevor Degville/Shane Taylor (PP)
				Free Permits Report	Lou Belgrove (PP)
Joint Committee for On/Off Street Parking	18 September 2014	25 September 2014 10-12pm Grand Jury Room, Town Hall, Colchester	16 October 2014 1.00 pm Council Offices London Road Saffron Walden	Election of Chairman for 2014/15	
				Wivenhoe Old Ferry Road Development	Trevor Degville (PP)
				Budget Update: 6 month position	Richard Walker/Louise Richards
				Budget 2015-16	Matthew Young/Louise Richards (CBC)
				Price Review	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
				TRO Schemes for approval Scheme Updates Review of Off-Street and Cash Collection arrangements	Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Matthew Young
Joint Committee for On/Off Street Parking	13 November 2014	20 November 2014 10-12pm G3, Rowan House Colchester	11 December 2014 1.00 pm Epping Forest DC	NEPP On-Street/Off-Street Financial Update Budget 2015-16 Operational Report Outside Agency Support in Enforcement Review of Off-Street and Cash Collection arrangements 2015/16 Dates	Richard Walker/Louise Richards Matthew Young/Louise Richards (CBC) Lou Belgrove (PP) Richard Walker (PP) Matthew Young (Colchester) Jonathan Baker (Colchester)
Joint Committee for On/Off Street Parking	12 February 2015	19 February 2015 10-12pm S17, Rowan House Colchester	12 March 2015 1.00 pm Braintree	Budget Update TRO Schemes for Approval Scheme Update Policy Review Operational Report	Richard Walker Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker (PP) Lou Belgrove (PP)

Parking Manager, Lou Belgrove
Technical Services, Trevor Degville
Technical / TROs, Shane Taylor
Service Accountant, Louise Richards
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North Essex Parking Partnership

Joint Working Committee Off-Street Parking

Council Chamber, Epping Forest District
Council, Civic Offices, High Street,
Epping, CM16 4BZ

11 December 2014 at 1.00 pm

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

North Essex Parking Partnership

Joint Committee Meeting – Off-Street

Thursday 11 December 2014 at 1.00 pm

Council Chamber, Epping Forest District Council, Civic Offices, High Street,
Epping, CM16 4BZ

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Anthony Durcan (Harlow)
Nick Barlow (Colchester)
Rodney Bass (ECC)
Robert Mitchell (Braintree)
Gary Waller (Epping Forest)

Non Executive Members:-

Eddie Johnson (ECC)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Joe McGill (Harlow)
Paul Partridge (Braintree)
Liz Burr (ECC)
Andrew Taylor (Uttlesford)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies		
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 Minutes of the 16 October 2014 meeting.		1-2
6. NEPP Off-Street service – costs of new service and financial update To consider the recommendation regarding the new service and note the financial update.	Matthew Young	3-12
7. NEPP Off-Street Financial Update To note the financial position of the Off-Street account as of Period 7.	Richard Walker	13-15
8. Budget 2015/16 To provide a verbal update on the 2015/16 Budget	Matthew Young	
9. Operational Report To consider and note the Operational Report for Off-Street Parking.	Lou Belgrove	16-18

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

**16 October 2014 at 3.50pm
Council Chamber, Uttlesford District Council, Saffron
Walden**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Anthony Durcan (Harlow District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: -

Councillor Rodney Bass (Essex County Council)
Councillor Eddie Johnson (Essex County Council)

Also Present: -

Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Vicky Duff (Essex Highways)
Qasim Durrani (Epping Forest District Council)
Joe McGill (Harlow District Council)
Andrew Taylor (Uttlesford District Council)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

Apologies:-

Paul Partridge (Braintree District Council)

7. Declaration of Interests

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

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

8. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for Off-Street Parking of 26 June 2014 be confirmed as a correct record.

9. NEPP Off-Street service - costs of new service and financial update

Matthew Young, Colchester Borough Council, introduced the report which outlined the new staffing structure of the Off-street service as a result of the review and the new arrangements for cash collection, which has been outsourced to G4S. The report highlights the financial situation of the Off-street service as a result of these changes, and the options to address the

deficit which relate to the redundancies. The outsourcing of the collection will lead to a reduced cost to the partnership, and allow for further investment in resources for traffic regulation orders functions.

With regard to the in-year financial deficit, the report presented two options, the first of which is one off contributions for each of the relevant partners and the second to increase the annual contributions of 3% by an additional 1.5%. This second option also takes into account the contract prices increase and the savings in future years through staff savings.

The Joint Committee sought clarification on annual contributions from the partner authorities as the figures presented in the report for option two did not reflect a 4.5% per annum contribution increase.

The Joint Committee agreed that the report come back to the meeting in December with additional information included in the table of the cost increase per year and the estimated savings levels.

RESOLVED that -

- a) An amended report on the cost of new service and financial update will be submitted to the meeting on 11 December 2014 for consideration.
- b) Appendix One be distributed to members electronically after the meeting.

10. Operational Report

Lou Belgrove introduced the Operational report for the Off-Street committee, which included information on performance levels, MiPermit, cash collection and disabled resident entitlements across the partnership.

Councillor Mitchell stated that Braintree District Council are awaiting approval prior to introducing charging blue badge holders for parking. The focus is for accessible parking closer to shops, with wider bays for vehicles.

The Joint Committee requested the inclusion of statistics on increases in cashless parking.

RESOLVED that the Operational Report be noted.

Report to: Joint Committee, Parking Partnership

Date: 10 December 2014

Subject: **NEPP Off-Street service – costs of new service and financial update**

Author: Matthew Young, Head of Operational Services, Colchester Borough Council

Presented by: Matthew Young, Head of Operational Services, Colchester Borough Council

1. Summary

- 1.1 Following discussion at the Joint Committee meeting on 16 October 2014 and the questions posed by Members the report has now been re-written and the errors relating to Option 2 have been corrected.
- 1.2 This report sets out the correct financial situation as a result of the changes and the options to address the in-year deficit relating to the redundancies, both voluntary and compulsory, that resulted from the review. The recommended option for the Joint Committee to agree is set out in paragraph 3.9 along with a commitment to review the off-street contributions in future years.
- 1.3 To assist Members the original report is attached as Appendix One.

2. Detailed considerations

- 2.1 Members will recall from the reports to the NEPP Joint Committee since March that the principles of the proposed new structure are to include more generic technical roles; flexible working practices and the best use of the associated enforcement resources.
- 2.2 The overriding principle of the review was to create a single flexible technical team, with appropriate management, that provides a high quality, value for money and efficient service to the participating authorities in the North Essex Parking Partnership. To achieve these objectives and make the necessary improvements a shift in the way the teams was organised and managed was needed. Furthermore, it needed to adopt a structure and approach that enables it to respond to the business demands and be fit for purpose in the future.
- 2.3 Members will recall that the in-house cash transit and counting service required investment as the vehicles and equipment for staff were inadequate for the roles being performed. It was agreed that the best option for this was to outsource to a cash collection specialist who can deliver the safety improvements in the most efficient, economical and effective way over the long term.
- 2.4 It is also worth noting that this change has had more impact in terms of staff availability for the operation of the car parks in Colchester who have had to commit extra expense in converting their two major car parks into pay and display from pay on foot.

3. Financial implications

- 3.1 As described in the paper to the last Joint Committee there is a large pressure in-year to fund the redundancies and pension strains for the seven staff that have taken voluntary redundancy, or were made compulsory redundant. The full cost of redundancies has a cost of just over £164,000 which is a one-off cost and not containable within the 2014/15 off-street budget. As part of this total amount the pension strain amount comes to £89,417.
- 3.2 The Partnership will need to consider the options it has for clearing this deficit as it cannot be met by the lead authority alone. As stated above it must be remembered that the Partnership would have had to find similar costs to upgrade the vehicles and staff equipment if the service had remained in-house.
- 3.3 From discussions with the Client Officers from the participating authorities and the senior officers of the NEPP the options that are available for client authorities in order to offset the additional short-term costs of the cash collection changes are as follows:
1. to pay this additional amount in 2014/15 as a one-off contribution;
 2. to increase client authority contributions to the off-street fund year on year by 7.5% in order to offset original cost and clear the deficit by the end of 2017/18.
- 3.4 Ceasing the off-street partnership was considered as a further option, but it was felt that authorities would not want to consider this.
- 3.5 Opinion has also been sought from the lead authority's internal auditors and their view is that they and any external auditor would need to include a comment on the Joint Committee's accounts if deficit budgets in excess of the stated limits were carried over for more than one accounting year.
- 3.6 These options are looked at in detail in the following paragraphs and the error made in the paper to the 16 October meeting in Option 2 has now been corrected. Some further explanatory paragraphs have also been added to assist Members in their considerations.
- 3.7 **Option 1 – one-off contributions**

The fairest way to distribute the shortfall per authority as a one-off payment is to calculate it by taking the number of collections across the partnership area and divide it out on a proportional basis. This means that the authorities that use the cash collection and counting service most pay most. Based on this therefore the proportional split is as follows:

Authority	%	Contribution
Colchester	41	£67,330.67
Harlow	0	£0.00
Braintree	13	£21,348.75
Uttlesford	17	£27,917.59
Epping	19	£31,202.02
On Street	10	£16,422.11
TOTAL		£164,221.14

3.8 **Option 2 – increasing annual contributions**

In this option the shortfall is repaid from a fund created by additional authority contributions of 4.5% p.a. The illustration below therefore is based on a maximum of 7.5% increases to the contributions in 2015/16 and 2016/17 with a maximum of a 2.5% increase in 2017/18, the last contractual year of the partnership.

Members will recall that 3% increases contributions have traditionally been applied annually to cover increases in the running costs of the off-street partnership, particularly for salaries and transport costs. In this model there is **no funding included for the inflationary increases** as the whole of the 7.5% increase in 2015/16 and 2016/17 is used to clear the deficit. The only exception is Harlow who undertake their own collections so their 3% increase would be the only amount available to offset the inflationary increases incurred by the Partnership's Off-Street services.

However, as each individual authority only has to clear its proportion of the shortfall shown in Option 1 above and, as the increases are calculated on the existing contributions paid, the authorities that pay the most clear their proportion of the deficit earlier. Therefore, Colchester's annual increase is more in financial terms, but does not increase in the same proportion as the other authorities over the following years else it would be subsidising the other authorities' share of the shortfall.

The table below sets out the individual contributions required to clear the deficit by the participating authorities. These are increasing by a maximum of 4.5% over the traditional 3% increase, but do not include any amounts to cover the normal inflationary increases.

		2014/15	2015/16	2016/17	2017/18	TOTAL
Percentage Increase (max)			7.5%	7.5%	2.5%	COST
Authority	Split	Annual Payments (£) – INCLUDES NO INFLATIONARY INCREASE				
Colchester	41%	643,500	672,260	706,293	710,761	67,261
Braintree	13%	145,900	156,843	168,606	168,639	22,739
Uttlesford	17%	152,100	163,508	175,771	180,165	28,065
Epping	19%	269,600	289,820	303,963	305,450	35,850
Inflationary Increase (3%)						
Harlow		67,800	69,834	71,929	74,087	N/A

3.9 After consideration of both options the Client Officers and the senior officers of the NEPP have agreed that the preferred option to recommend to the Joint Committee is still Option 1. This is for three reasons:

- Clearing the shortfall enables the Partnership to operate in line with its stated objective of running a break-even budget on both on and off-street accounts
- To avoid a cautionary comment being added to the Joint Committee's accounts by the External Auditors if Option 2 is chosen
- The need to maintain inflationary additions to contributions to cover increases mainly in salary and transport costs, but also to plan for technological and operational changes

3.10 If this recommendation is agreed it is assumed that each authority will have to agree the one-off payment through either a delegated Officer or Member process and if support is needed from the NEPP to enable this it will be provided.

4. Future Review

4.1 As mentioned in the report to the Joint Committee in October the costs and levels of the off-street service have never been reassessed and recalculated with the original three authorities who formed the Partnership in 2009. Harlow and Epping's contributions were assessed on their entry into the Partnership. It is recommended that as well as this major change that the appropriate costs of other services shown in the off-street SLA be recalculated and discussed with the client authorities.

4.2 If the Joint Committee agrees this review will be carried out during the early part of 2015/16 for implementation in the 2016/17 financial year. This will also cover the requirement for inflationary increases in the context of the financial challenges faced by all authorities in future financial years.

Report to: Joint Committee, Parking Partnership

Date: 16 October 2014

Subject: **NEPP Off-Street service – costs of new service and financial update**

Author: Matthew Young, Head of Operational Services, Colchester Borough Council

Presented by: Matthew Young, Head of Operational Services, Colchester Borough Council

1. Summary

- 1.1 As advised to the Joint Committee at its meetings in March and June 2014 the off-street service has been fundamentally reviewed and a new structure put in place and recruited to. The cash collection and counting service has been outsourced to G4S.
- 1.2 Staff have now commenced their new duties as set out in the Business Case. The new staffing structure is set out in the following section.
- 1.3 This report sets out the financial situation as a result of the changes and the options to address the in-year deficit relating to the redundancies, both voluntary and compulsory, that resulted from the review. The recommended option for the Joint Committee to agree is set out in paragraph 3.9 along with a commitment to review the off-street contributions in future years.

2. Detailed considerations

- 2.1 Members will recall from the report at the NEPP Joint Committee in March that the principles of the proposed new structure are to include more generic technical roles; flexible working practices and the best use of the associated enforcement resources.
- 2.2 As well as the Technical Manager and Team Leader roles staff were appointed into the new Technical Officer roles and the final structure is as follows:

Name	Title
Trevor Degville	Technical Manager
Shane Taylor	Technical Team Leader
Paul Kent	Technical Officer
Robbie Bennett	Technical Officer
Dawn Mitchell	Technical Officer
Vic Cook	Technical Officer
Brendan Grant	Technical Officer
Paul Linehan	Technical Officer

2.3 Five staff were unsuccessful and were subject to compulsory redundancy or redeployment and two staff had requested voluntary redundancy through the process. There will be a negative impact financially in this financial year due to the costs of the redundancies. However this has been offset slightly by the reduction in salaries for the staff that will no longer be employed in the service.

2.4 The financial implications and options are set out in the financial section of this report along with the recommendations of officers for dealing with the deficit.

The new service

2.5 The overriding principle of the review was to create a single flexible technical team, with appropriate management, that provides a high quality, value for money and efficient service to the participating authorities in the North Essex Parking Partnership. To achieve these objectives and make the necessary improvements a shift in the way the teams was organised and managed was needed. Furthermore, it needed to adopt a structure and approach that enables it to respond to the business demands and be fit for purpose in the future.

2.6 The outcomes and success criteria were set out clearly before these changes commenced and these were:

- Streamlined processes providing more efficient delivery;
- Greater responsiveness to customers' needs;
- Higher satisfaction among customers and stakeholders;
- Reduction in costs;
- Higher levels of staff motivation and satisfaction;
- Improved skills and knowledge for all staff
- Improved management processes and staff management

2.7 Members will recall that the in-house cash transit and counting service required investment as the vehicles and equipment for staff were inadequate for the roles being performed. It was agreed that the best option for this was to outsource to a cash collection specialist who can deliver the safety improvements in the most efficient, economical and effective way over the long term.

2.8 This has been done successfully and G4S commenced the new service on 6 October 2014. The new service, with G4S collecting the cash from all parking machines and counting and paying this to the four authorities who contract for this service, has come in at a slightly less cost of the present service.

2.9 This has allowed the technical and operational teams to be combined to increase the resources for effective site work in relation to Traffic Regulation Order; signs and line maintenance and car park machine repairs.

2.10 The customer care aspects in the three main multi-storey car parks across the NEPP area in Braintree and Colchester will now be provided by the Central and East enforcement teams respectively. Changes will be made to these car parks to make best use of the staff resources

- 2.11 The increased resource for the TRO function will allow for schemes to be implemented quicker and improved turnaround on the correcting or renewing of signs, lines or traffic orders. This is in direct response to representations by all participating authorities and will support the excellent work done by Trevor Degville and Shane Taylor in establishing and delivering this important NEPP service.
- 2.12 Therefore, as a result of the changes and the implementation of the new service the success criteria set out above should be delivered and this will be monitored by managers over the coming months.

3. Financial implications

- 3.1 The good news is that the new service with G4S collecting the cash from all parking machines and counting and paying this to the four authorities who contract for this service has come in just slightly less than the costs of the present service. For comparison purposes the net costs of the service in the next financial year are:

2015/16 – Cash Collection in house - £380,000

2015/16 – Cash collection outsourced - £340,000

- 3.2 However, there is a large pressure in-year to fund the redundancies and pension strains for the seven staff that have taken voluntary redundancy, or were made compulsory redundant. The full cost of redundancies has a cost of just over £164,000 which is a one-off cost and not containable within the 2014/15 off-street budget.
- 3.3 The Partnership will need to consider the options it has for clearing this deficit as it cannot be met by the lead authority alone. As stated above it must be remembered that the Partnership would have had to find similar costs to upgrade the vehicles and staff equipment if the service had remained in-house.
- 3.4 From discussions with the Client Officers from the participating authorities and the senior officers of the NEPP the options that are available for client authorities in order to offset the additional short-term costs of the cash collection changes are as follows:
1. to pay this additional amount in 2014/15 as a one-off contribution;
 2. to increase client authority contributions to the off-street fund year on year by 1.5% in order to offset original cost and clear the deficit by the end of 2016/17
- 3.5 Ceasing the off-street partnership was considered as a further option, but it was felt that authorities would not want to consider this.
- 3.6 These options are looked at in detail in the following paragraphs.

3.7 Option 1 – one-off contributions

The fairest way to distribute the shortfall per authority as an one-off payment is to calculate it by taking the number of collections across the partnership area and divide it out on a proportional basis. This means that the authorities that use the cash collection and counting service most pay most. Based on this therefore the proportional split is as follows:

Authority	%	Contribution
Colchester	41	£67,330.67
Harlow	0	£0.00
Braintree	13	£21,348.75
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Epping	19	£31,202.02
On Street	10	£16,422.11
TOTAL		£164,221.14

3.8 Option 2 – increasing annual contributions

In this option the shortfall is repaid from a fund created by additional authority contributions of 1.5% p.a. The illustration below therefore is based on 1.5% and this would be in addition to the 3% increases that have traditionally been applied annually to cover increases in the running costs of the off-street partnership, particularly for salaries and transport costs. Therefore, authorities would have to find 4.5% in 2015/16 and the next financial year to create a surplus in 2016/17

This calculation takes into consideration the contract price increases, and the savings in future years through staff savings. The table below sets out the individual contributions and the estimated impact on the overall off-street partnership budget with the participating authorities contributions increasing by 1.5% over the traditional 3% increase.

Authority	Annual Contributions (£)			
	2014/15	2015/16	2016/17	2017/18
Colchester	643,500	653,153	662,950	669,579
Harlow	67,800	68,817	69,849	70,548
Braintree	145,900	148,089	150,310	151,813
Uttlesford	152,100	154,382	156,697	158,264
Epping	269,600	273,644	277,749	280,526
Total annual payments	-1,278,900	-1,298,084	1,317,555	-1,330,730
Total extra annual contribution (1.5%)	£0	19,184	38,655	51,830
Net income impact on budget		19,184	57,838	109,669
Deficit/(Surplus)		73,011	(13,853)	(103,378)

3.9 After consideration of both options the Client Officers and the senior officers of the NEPP have agreed that the preferred option to recommend to the Joint Committee is Option 1.

- 3.10 If this recommendation is agreed it is assumed that each authority will have to agree the one-off payment through either a delegated Officer or Member process and if support is needed from the NEPP to enable this it will be provided.

4. Present Financial Position

- 4.1 The present financial position is shown in Appendix One to this report and shows a deficit of £56,000 as the redundancy payments have been made to the employees that have left although offset by proportion of the Civil Enforcement Officer vacancies that are attributed to this account.
- 4.2 If the arrangements set out in the above section are agreed this will return the account to at least break even for this financial year.

5. Future Services

- 5.1 Whilst this is a difficult issue for the Partnership to deal with it has to be recognised that the operation of the off-street service has been less of a priority than the changes that were required to the on-street service. Therefore, the service has continued to operate much in the same format as the services inherited in 2009 when the first Partnership was formed and then increased by taking on the services from Harlow and Epping. At some point the issues that this paper raises had to be addressed and it was always recognised that there would be financial consequences.
- 5.2 The NEPP is in no doubt that these changes to the Technical Services will make it more responsive and focussed on the Partnership's priorities and deliver a robust, sustainable and effective service to the participating authorities.
- 5.3 The costs and levels of the off-street service have never been reassessed and recalculated with the original three authorities who formed the Partnership in 2009. Harlow and Epping's contributions were assessed on their entry into the Partnership. It is recommended that as well as this major change that the appropriate costs of other services shown in the off-street SLA be recalculated and discussed with the client authorities.
- 5.4 If the Joint Committee agrees this review will be carried out during the early part of 2015/16 for implementation in the 2016/17 financial year. This will also cover the requirement for inflationary increases in the context of the financial challenges faced by all authorities in future financial years.

Appendix

Off-street Account	2014/2015 Actual to date	2014/2015 Budget to date	2014/2015 Variance to date
Expenditure			
Direct costs			
Employee costs:			
Management	7	6	2
CEOs & Supervision	161	191	(30)
Back Office	44	46	(2)
Off-street Account	237	159	78
Premises costs	2	1	1
Transport costs (running costs)	7	8	(1)
Supplies & Services	68	51	17
Third Party Payments	6	5	1
	533	466	66
Non-direct costs			
Accommodation	6	6	-
Other Support Services	25	25	-
Cash Office & Receipting & Postage	12	12	-
Communications	2	2	-
Fleet contract hire	10	10	-
IT	7	7	-
	63	63	-
Total Expenditure	596	529	66
Funded by:			
Braintree District Council	(73)	(73)	-
Colchester Borough Council	-	-	-
Epping Forest District Council	(140)	(135)	(5)
Harlow District Council	(34)	(34)	-
Uttlesford District Council	(76)	(76)	-
Other income	(5)	-	(5)
Total Income	(328)	(318)	(10)
Deficit / (Surplus)	268	211	56

Report to: Off-Street report to Joint Committee, Parking Partnership

Date: 11 December 2014

Subject: **NEPP Off-Street financial update** (end of Period 7 / October 2014/15)

Author: Richard Walker, Group Manager, Parking Partnership

Presented by: Richard Walker, Group Manager, Parking Partnership

1 Summary

- 1.1 The report summarises the financial position and issues to date for the NEPP off-street account, which is presented for information.
- 1.2 The financial situation overall for the off-street account is a slight surplus, although the effects of redundancy have not yet been factored in. It is forecast that the budget will be neutral, provided that the interventions in other reports are included by the end of the year.
- 1.3 Figures to the end of Financial Period 8 will be available at the meeting; the period had not closed at the time of completing this report.

2 Income

- 2.1 The off-street account is supported by the contributions from authorities and does include the one-off contributions suggested in the 'Costs of New Service' report

3 Expenditure

- 3.1 Overall savings in the staffing budgets relating to CEO vacancies have been passed through to the off-street account (£34k). Three additional staff have started since the last report. A sustained effort continues to also reduce costs in both direct and indirect expenditure areas.
- 3.2 The accounts show the addition of the £147k costs due to redundancies and pension strain.

4 Budgets for 2015/16

- 4.1 It has been some time since a review of the budget has been carried out. It is proposed to hold discussions in order to review the contributions and the proportion of work carried out.
- 4.2 Officers will review and discuss a zero-based budget for the 2015/16 Financial Year (and beyond) against the Service Level Agreement and Development Plan, including changes as a result of the Cash Collection outsourcing. These details will be brought to a future meeting. Any decisions for changes will be considered at that meeting.

- 4.3 For budgeting purposes in the meantime, the proposed contributions for budget purposes for 2015/16, (shown representing a 3% uplift in conjunction with the implementation of Option 1 in the separate report “Costs of New Service”) are as follows:

Table 1

Authority	Contribution for 2014/15	Proposed Contribution for 2015/16*	Quarterly*
Braintree	£145,900	£150,300	£37,575
Colchester	£644,000	£663,300	£165,825
Epping Forest	£269,600	£277,700	£69,425
Harlow	£67,800	£69,800	£17,450
Uttlesford	£152,100	£156,700	£39,175

* Pending a budget exercise where a full review will be carried out

5 Recommendations & Decisions

- 5.1 It is recommended that the figures and forecast shown in the report and Appendix A be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

The Committee is asked to note the financial position and the forecasts shown in the Appendices.

- 5.2 It is recommended that the contributions for 2015/16 are approved and Members note the discussions to be taking place regarding the budget exercise.

The Committee is asked to approve the financial contributions for 2015/16 shown in Table 1 above.

Appendix A – On Street Financial Update

NEPP: Outturn Forecast 2014/2015 at period 7								T:\PARKING SERVICES\Budget\Louise\2014-2015\NEPP Period 7 2014-2015 for JPC.xls\Analysis	
Off-street Account	2013/14 Actual to end of Per. 7	2014/2015 Actual to date (P7)	2014/2015 Budget to date	2014/2015 Variance to date	2014/2015 Forecast out- turn	2014/2015 Annual budget	2014/2015 Projected variance		
Expenditure	A	B	C	D	E	F	G		
Direct costs									
Employee costs:									
Management	9	10	8	2	17	14	3		Parking Services Mgt Team staff costs
CEOs & Supervision	276	225	267	(43)	424	458	(34)		CEOs & Supervisor staff costs
Back Office	71	64	64	-	106	110	(4)		Back Office staff costs
Off-street Account	222	293	222	71	529	381	148	D	Off-street car park workers / cash collectors
Premises costs	1	3	1	2	3	2	1		Premises work to be recharged to partners
Transport costs (running costs)	10	10	11	(2)	28	19	9		Fuel, public transport etc
Supplies & Services	80	119	71	48	166	128	38	E	General expenditure
Third Party Payments	10	7	8	(1)	16	15	1		Chipside and TEC bureau costs
	678	730	653	77	1,289	1,128	162		
Non-direct costs									
Accommodation	10	8	8	-	14	14	-		Accommodation
Other Support Services	38	30	30	-	43	43	-		Accountancy, HR, insurance, HoS, etc
Cash Office & Receipting & Postage	16	19	17	1	31	30	1		Cash Office & postage
Communications	4	3	3	-	5	5	-		Communications
Fleet contract hire	37	33	33	-	42	42	-		Fleet costs
IT	13	10	10	-	17	17	-		IT costs
	118	102	101	1	152	151	1		
Total Expenditure	796	832	755	78	1,441	1,279	163		
Funded by:									
Braintree District Council	(106)	(109)	(109)	-	(167)	(146)	(21)	1	BDC contribution
Colchester Borough Council	(644)	(322)	(322)	-	(711)	(644)	(67)		CBC contribution
Epping Forest District Council	(195)	(210)	(202)	(8)	(301)	(270)	(31)	F	EFDC contribution
Harlow District Council	(50)	(51)	(51)	-	(68)	(68)	-		HDC contribution
Uttlesford District Council	(111)	(114)	(114)	-	(180)	(152)	(28)	J	UDC contribution
Other income	12	(10)	-	(10)	(10)	-	(10)		Work for partners outside of normal duties
Total Income	(449)	(816)	(799)	(18)	(1,437)	(1,279)	(157)		
Deficit / (Surplus)	347	16	(44)	60	5	0	6		
		Notes							
		D	Includes redundancy and pension strain costs £147k due off-street						
		E	Includes new cash collection contract						
		F	Additional contributions to cover amendments in (D)						

Report to: Off – Street Sub Committee, Parking Partnership

Date: 11 December 2014

Subject: Operational Report

Author: Lou Belgrove, NE Parking Partnership

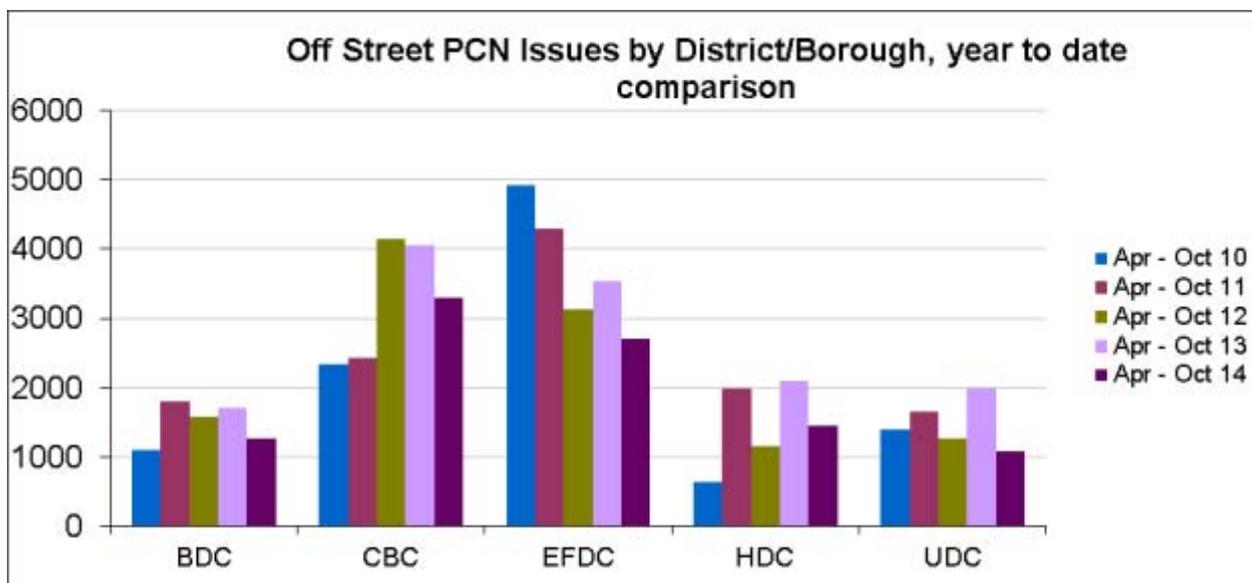
Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

1. Introduction and Purpose of Update

- 1.1 The paper gives Members an update of operational progress since the last meeting in October 2014.
- 1.2 The paper is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

2.0 Off - Street Performance measure

- 2.1 The following graph and table shows the issue rate of all Penalty Charges for the off-street parking function.



- 2.2 Deployment of CEOs continues to be looked at to reflect the on-street/off-street split - to ensure the correct level of enforcement is allocated to each area and this is now being reflected in the issue rate.

Off Street PCNs by month, per District/Borough														
	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	178	382	757	131	0	182		Apr-12	167	535	414	100	0	134
May-10	152	477	690	103	0	155		May-12	191	767	563	174	0	123
Jun-10	146	338	650	78	0	204		Jun-12	195	578	532	188	0	194
Jul-10	157	306	782	89	0	231		Jul-12	266	557	489	172	0	201
Aug-10	156	321	685	81	0	189		Aug-12	281	627	506	187	0	199
Sep-10	158	232	653	81	0	229		Sep-12	233	535	342	170	0	198
Oct-10	150	287	700	67	0	213		Oct-12	255	541	293	161	0	210
Apr - Oct 10	1097	2343	4917	630	0	1403		Apr - Oct 12	1588	4140	3139	1152	0	1259
Nov-10	147	339	631	139	0	209		Nov-12	263	516	297	176	0	191
Dec-10	110	227	400	95	0	155		Dec-12	260	527	269	180	0	187
Jan-11	118	319	587	110	0	131		Jan-13	250	372	383	131	0	231
Feb-11	131	376	632	116	0	136		Feb-13	266	403	485	148	0	264
Mar-11	124	410	662	103	0	145		Mar-13	295	516	505	222	0	196
FY 10-11	1727	4014	7829	1193	0	2179		FY 12-13	2922	6474	5078	2009	0	2328
Apr-11	144	355	599	202	0	135		Apr-13	246	596	507	280	0	233
May-11	228	406	581	275	0	203		May-13	206	770	466	360	0	331
Jun-11	265	332	586	302	0	195		Jun-13	239	626	592	299	0	268
Jul-11	279	363	629	342	0	250		Jul-13	281	696	427	367	0	315
Aug-11	345	367	607	259	0	301		Aug-13	250	528	493	361	0	220
Sep-11	276	281	623	223	0	285		Sep-13	240	439	456	196	0	294
Oct-11	262	332	667	294	0	285		Oct-13	242	400	599	231	0	322
Apr - Oct 11	1799	2436	4292	1897	0	1654		Apr - Oct 13	1704	4055	3540	2094	0	1983
Nov-11	218	239	771	217	0	266		Nov-13	266	423	588	222	0	294
Dec-11	156	194	561	181	0	153		Dec-13	193	317	378	173	0	136
Jan-12	185	456	653	164	0	210		Jan-14	163	348	511	192	0	186
Feb-12	129	172	436	108	0	122		Feb-14	145	413	444	203	0	104
Mar-12	133	477	546	151	0	154		Mar-14	143	468	459	258	0	124
FY 11-12	2620	3974	7259	2718	0	2559		FY 13 - 14	2614	6024	5920	3142	0	2827
								Apr-14	164	520	319	220	0	109
								May-14	227	499	495	219	0	145
								Jun-14	229	385	387	210	0	179
								Jul-14	178	476	416	225	0	180
								Aug-14	149	518	361	253	0	153
								Sep-14	131	444	324	171	0	158
								Oct-14	183	463	396	159	0	162
								Apr - Oct 14	1261	3305	2698	1457	0	1086

2.3 Depleted staffing levels have also had an impact on the number of PCNs being issued and the recent recruitment drive will help improve the numbers over the remainder of the year.

3.0 MiPermit

3.1 Cashless parking continues to operate in all NEPP operated car parks (with the exception of Harlow).

4.0 Cash Collection

4.1 The new contract continues to operate across all relevant districts. A meeting with the Contract Manager has been requested to discuss issues which have arisen after the first full month of operation, including problems relating to frequency of collections and reconciliation processes.

5.0 Disabled Residents – Entitlements.

5.1 As requested by Members at the last meeting, the following table describes the parking concessions available to disabled motorists (generally Blue Badge holders) in regard to discounted or free of charge parking off-street. The table also covers pending changes to existing arrangements.

	Off-street concessions available:
Braintree	<p><i>Currently</i> - Disabled badge holders FOC – no restriction on time - can park all day with valid blue badge on display.</p> <p><i>From 12th January 2015</i> – Normal charges will apply – although vehicles displaying a blue badge alongside their disabled badge will be allowed a further hour after the expiry of their pay and display or virtual ticket.</p>
Colchester	<p><i>Currently</i> - Disabled Badge holders FOC – restricted to three hours with valid blue badge on display and clock set to time of arrival.</p> <p><i>From 9th February 2015</i> – Normal charges will apply – although vehicles displaying a blue badge alongside their disabled badge will be allowed a further hour after the expiry of their pay and display or virtual ticket.</p>
Epping Forest	Disabled badge holders FOC – no restriction on time - can park all day with valid blue badge on display
Harlow	Disabled badge holders FOC - no restriction on time - can park all day with valid blue badge on display.
Tendring	Disabled Badge holders FOC – restricted to three hours with valid blue badge on display and clock set to time of arrival.
Uttlesford	Disabled badge holders FOC – no restriction on time - can park all day with valid blue badge on display.

5.2 It is recommended that the other authorities that currently allow FOC parking for disabled badge holders to give consideration to implementing a charging structure to bring consistency across the Partnership allowing for a fair and transparent policy.

6.0 Future work

6.1 The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs.