



North Essex Parking Partnership

Joint Working Committee On-Street Parking

Epping Forest District Council, Civic
Offices, High Street, Epping, CM16 4BZ
22 March 2018 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

Terms of Reference of the Joint Committee

The role of the Joint Committee is to ensure the effective delivery of Parking Services for Colchester Borough Council, Braintree, Epping Forest, Harlow, Tendring and Uttlesford District Councils, in accordance with the Agreement signed by the authorities in April 2011, covering the period 2011 – 2018.

Members are reminded to abide by the terms of the legal agreement: “The North Essex Parking Partnership Joint Committee Agreement 2011 ‘A combined parking service for North Essex’ ” and in particular paragraphs 32-33.

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

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

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

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

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

The Joint Committee has the following specific responsibilities:

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

Strategic Planning

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

Committee Operating Arrangements

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

Service Delivery

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

Monitoring

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

Decision-making

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

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

Accountability & Governance

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

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

Thursday 22 March 2018 at 1.00 pm

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

Agenda

Attendees

Executive Members:-

Cllr Richard Van Dulken (Braintree)
Cllr Sam Kane (Epping)
Cllr Mike Lilley (Colchester)
Cllr Robert Mitchell (Essex)
Cllr Fred Nicholls (Tendring)
Cllr Danny Purton (Harlow)
Cllr Howard Ryles (Uttlesford)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Richard Block (Colchester)
Liz Burr (Essex County Council)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Laura Hardisty (Colchester)
Simon Jackson (Uttlesford)
Samir Pandya (Braintree)
Miroslav Sihelsky (Harlow)
Shane Taylor (Parking Partnership)
Ian Taylor (Tendring)
Richard Walker (Parking Partnership)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies and Substitutions		
3. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4. Have Your Say The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5. Minutes To approve as a correct record the draft minutes of the meeting held 14 December 2017.		1-5
6. South Essex Parking Partnership – 3PR Presentation To receive a verbal update from Nick Binder, Group Manager of the South Essex Parking Partnership, about the '3PR' School Parking initiative.	Nick Binder	6

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| 7. | Permit and Pay to Park Prices 2018-2022
The report sets out recommendations for changes to both permit prices and on-street pay to park tariffs, across all districts for the next four years, 2018 to 2022. | Lou Belgrove | 7-12 |
| 8. | Delegations to Officers and Chairman Report 2018
The report sets out the Committee's delegations to officers and the Chairman and Vice Chair to take decisions about certain matters outside the Committee Meetings. | Richard Walker | 13-15 |
| 9. | NEPP Technical Team Traffic Regulation Order Updates
This report provides an update on the work of the Technical Team in 2017 | Trevor Degville | 16-21 |
| 10. | On-Street Finance Report
The report sets out the financial position of the Parking Partnership at January 2018 and the 2018/19 budget for approval. | Richard Walker/Lou Belgrove | 22-24 |
| 11. | North Essex Parking Partnership Annual Report
This report provides information for members on the work of the Parking Partnership during the Financial Year 2016/17. | Richard Walker | 25-27 |
| 12. | Forward Plan 2017/18
This report concerns the Forward Plan of meetings for the North Essex Parking Partnership for 2017-18, and a draft work programme for 2018-19. | Jonathan Baker | 28-34 |
| 13. | 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

**14 December 2017 at 1.00pm
Council Chamber, Uttlesford District Council**

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

Substitutes:- Councillor Vic Ranger for Councillor Howard Ryles (Uttlesford District Council)

Also Present: - Jonathan Baker (Colchester Borough Council)
Liz Burr (Essex County Council)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest District Council)
Simon Jackson (Uttlesford District Council)
Samir Pandya (Braintree District Council)
Miroslav Sihelsky (Harlow District Council)
Ian Taylor (Tendring District Council)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)

24. Declarations of Interest

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

25. Minutes

RESOLVED that the minutes of the meeting held on the 19 October were confirmed as a correct record.

26. Footway and Obstruction and Enforcement Powers

Richard Walker, Parking Partnership, introduced the report on footway and obstruction enforcement powers. The report requests that the Joint Committee decide that the Chair of the NEPP approach the Essex Police and Fire Commissioner to take over powers to enforce footway parking and to outline a policy to accompany any future transfer of powers.

Councillor Mitchell, Essex County Council, outlined that he was keen to push for the NEPP to have powers to enforce footway and obstructive parking, as the Police do not have the resources to provide this service.

Councillor Mitchell informed Committee members that the Essex Police and Fire Commissioner explicitly requested that the NEPP Joint Committee request the powers before further discussions on how this can be implemented take place. The South Essex Parking Partnership have already agreed to request the powers and Essex would be the first area to undertake this measure.

Members of the Committee expressed their support for the idea and believed that members of the public would also support the idea. Committee members stressed that the expectations of members of the public would have to be managed given the possible wide scope to the powers. Councillor Mitchell informed the Committee that it is expected that communications would be provided from all organisations included in the trial, which would include NEPP, SEPP, Essex County Council and Essex Police.

Concerns were raised regarding the specific powers transferred to CEO's and the requirements placed on CEO's to judge each parking and obstruction issue. Committee members requested that further detailed work, including specific guidelines, would be required to establish how this would work in practice and that the Committee be kept informed as proposals develop. Councillor Mitchell envisaged that a trial would take place across Essex and suggested that a CEO could take a photograph of obstructive parking prior to it being sent to a manager for processing.

The Committee also discussed issues around parking obstruction, footway obstruction and anti-social parking. In addition, issues around areas where pavement parking provides benefits in slowing down traffic were also raised. Councillor Mitchell highlighted that disability access groups and organisations were supportive of the scheme.

Richard Walker highlighted that authorities in Scotland are currently reviewing this and that a report is due shortly on this matter. In addition a private members bill had been created on this matter, although as this had been stalled.

Following a question around the evidence that footway and obstructive parking is an issue, Shane Taylor highlighted that at least ten of the schemes that had been introduced at the last two Traffic Regulation Order (TRO) approval meetings had been related to junction protection. Having the power to enforce in these areas may reduce the requirement to install junction protection TRO's.

Committee members felt that the wording of the recommended decision as stated in the report should be slightly amended to reflect the sharing of the powers, rather than a transfer, and the need to develop an appropriate policy to accompany any future sharing of powers.

RESOLVED;

- a) To discuss the issues of obstructive parking with the Essex Police and Fire Commissioner, in line with the recent proposals made by the Scottish government, with a view to share to enforcement powers.
- b) to develop an appropriate policy to accompany any future sharing of powers.

27. Traffic Regulation Order Authorisation (change to annual approval)

Shane Taylor, Parking Partnership, introduced the Traffic Regulation Order Authorisation report. The report requests that the Committee support the change from approving Traffic Order Regulations (TRO) biannually to approving them at the October Joint Committee meeting each year.

Shane Taylor informed the Committee that schemes that are approved at the March Joint Committee meeting are not advertised until the following year due to the timescales involved. Approving TRO's at the October meeting would ensure that the winter months could be spent designing and advertising the scheme which can then be installed during the

summer. If this report is agreed, it was confirmed that the next meeting for approving TRO's would be during October 2018.

Committee members expressed their support for the idea, but also stressed the need to retain an element of flexibility if there were urgent TRO's that needed to be approved at other times of the year. Shane Taylor confirmed that there is some flexibility within the system and that the NEPP will still be able to implement temporary restrictions at other times during the year.

The Committee also acknowledged the need to work out a timescale for bringing TRO's to the meeting in March to ensure that each partner authority is aware of the deadlines and acknowledged that this would make the process simpler for member of the public.

Richard Walker, Parking Partnership, highlighted to the Committee that there are delegations to the Chairman for TRO's which were set at the beginning of the partnership. Richard Walker suggested to the Committee that a report be brought to a future meeting outlining the delegations in place.

The Committee requested that a letter be sent to the Chief Executives of each partner authority outlining the new process and required timelines to provide formal notification of the change.

RESOLVED that;

- a) the Committee support the change to approving Traffic Regulation Orders annually at the October meeting.
- b) the North Essex Parking Partnership write to the Chief Executives of each partner authority notifying them of the change and the timescales required for approval of Traffic Regulation Orders.
- c) a report to be brought to the next meeting regarding the existing delegations from the Joint Committee to the Chairman and to Officers.

28. On-Street Financial Report

Richard Walker, Parking Partnership, introduced the On-Street Financial Report. The report requests that the Committee note the mid-year financial position.

Richard Walker informed the Committee that the budget is currently on track, however this may change depending on the extent of the wintery weather. Richard Walker also explained that the reason behind the high forecast for supplies and services was due to the inclusion of the TRO expenditure in that budget. The expenditure for this is also included separately on the table. Richard Walker explained to the Committee that the NEPP is currently in surplus for TRO related work.

In response to a query about residents parking coming in over budget, Richard Walker stated that this was due to a delay in the accountancy figures with a lag between the budget to implement the scheme and the collection of fees. Richard Walker also confirmed that a report on permit prices will be brought to a future meeting.

A member of the Committee also requested an update on the position of CEO vacancies. Richard Walker stated that there is a constant recruitment process, the current number of CEO's will deliver the level of income outlined in the report.

A further question was posed regarding whether contracting of front line services had been explored. Richard Walker confirmed that this can be looked at and there is a gap in the

provision of service that could be addressed by this. Geographical concerns would need to be taken into account due to the size of the Partnership area. A dialogue has been opened between the NEPP and Epping Forest District Council's Off-Street CEO supplier, which will look at both costs and legal issues.

In response to a question regarding audits, Richard Walker confirmed that the NEPP has both internal and external audits. Reports on this come to the Annual General Meeting in June with the results being shared with Partner Authorities audit teams. Richard Walker also provided confirmation that direct costs are those which can be controlled, and non-direct costs are those which cannot, such as the services supplied by Colchester Borough Council which included risk management, Legal Services and ICT.

RESOLVED that the On-Street Financial Report be noted.

29. On-Street Operational Report

Richard Walker, Parking Partnership, introduced the On-Street Operational Report. The report requests that the contents be noted.

Richard Walker confirmed that there are fewer Civil Enforcement Officers (CEO) in the Harlow District Council area and this is reflected in the lower number of Penalty Charge Notices (PCN) issued. Further information can be provided after the meeting on this issue.

Richard Walker, also informed members that the South Essex Parking Partnership had recently agreed to trial their Parksafe car in residents permit zones, scanning for cars that are not permitted to park in the zone. The Parksafe car would operate with a CEO who would produce the PCN's, as without a CEO Parksafe cars can only be used outside schools or at bus stops. In terms of the NEPP operating the Parksafe car in a similar way, Richard Walker stated they are waiting for a software update before a trial period can commence. Richard Walker confirmed that the NEPP had been trialling the Traffic Regulation Order database, which is scheduled to be completed by February. In addition to this a self-serve function is also being worked on.

RESOLVED that the On-Street Operational Report be noted.

30. Forward Plan 2017/18

Jonathan Baker, Colchester Borough Council, introduced the Forward Plan 2017/18. The report requests that the North Essex Parking Partnership Forward Plan for 2017/18 be noted and to approve the dates for Joint Committee meetings taking place during the 2018-19 municipal year.

Jonathan Baker informed the Committee that the next Joint Committee meeting would take place at Epping Forest District Council on 22 March 2018. An additional item on delegations to Officers and the Chairman of the Committee would be brought to the March and following approval of the Traffic Regulation Order Authorisation report these items would be removed from the forward plan. Members were also informed that an item on Schools Parking report (3PR) had been confirmed for the March meeting.

RESOLVED that;

- a) The Forward Plan 2017/18 be noted
- b) That the dates for the North Essex Parking Partnership Joint Committee meetings for the 2018/19 municipal year be approved.



North Essex Parking Partnership

Meeting Date: March 2018
Title: School '3PR' Initiative Update Report
Author: Richard Walker, Group Manager
Presented by: Richard Walker, Nick Binder, SEPP Group Manager

To receive a verbal update from Nick Binder, Group Manager of the South Essex Parking Partnership, about the '3PR' School Parking initiative.

1. Decision(s) Required

- 1.1. To note the progress in the 3PR scheme.

2. Reasons for Recommended Decision(s)

- 2.1 At its meeting on 30 March 2017, the North Essex Parking Partnership Joint Committee received a presentation from the South Essex Parking Partnership regarding a schools parking project called 3PR. At the meeting, the Committee noted the School '3PR' Initiative and requested that a further progress update be provided to the Committee.

3. Supporting Information

- 3.1 Nick Binder, Group Manager, South Essex Parking Partnership, will be in attendance at the meeting and the Committee will receive a presentation on the progress of 3PR to date.



North Essex Parking Partnership

Meeting Date: March 2018
Title: Permit and Pay to Park Prices 2018-2022
Author: Lou Belgrove, Business Manager
Presented by: Lou Belgrove

The report sets out recommendations for changes to both permit prices and on-street pay to park tariffs, across all districts for the next four years, 2018 to 2022.

1. Recommended Decisions

- 1.1. To approve changes to permit prices across the next four financial years to 2022.
- 1.2. To approve changes to pay to park prices across the next four financial years to 2022.
- 1.3. To delegate powers to officers to vary the on-street prices in pay to park areas at any other time in order to maintain at least parity with off-street areas.
- 1.4. To delegate powers to officers to introduce the changes to the Parking Orders.

2. Reasons for Recommended Decisions

- 2.1. NEPP set out in 2011 to harmonise prices across the Partnership as far as practicable to ensure income levels covered running costs. The rationale of raising Permit prices and the aim behind the rise is to ensure any inflationary or increased costs of patrolling and maintaining the schemes are covered over the remaining term of the Agreement.
- 2.2. The report sets out a plan for fees and charges for parking management services, for good governance, and to assist in the setting of a balanced budget to ensure the future running of the service:
 - covers the cost base of providing resident permit area patrols;
 - maintains the independence of the pay to park service (where any surpluses are used for transport related projects including improved parking provision) and separation from the more desirous Off-Street parking charges, to influence motorist behaviour, and
 - to make any required changes to Legal Orders.

3. Alternative Options

- 3.1. An option of 'do nothing' would not cover the costs of the operation, leading to a probable reduction in service, and for this reason the option is rejected.
- 3.2. To introduce a system based on pollution rating for parking – however this would be difficult to implement and control due to the large number of bands and the cost of providing proof (e.g. for changes of vehicle). It is thought that a premium for second permits is as effective.

4. Supporting Information

Resident Permits

- 4.1. Permit pricing consists of two parts:
 - i) the base cost to cover the patrols by CEOs, the cost of making and mapping the regulations and maintaining the system, which is the same across all areas, and
 - ii) a further value relating to any socio-demographic or geo-spatial patterns and reflecting the density, sparsity, parking layout or availability in an area.
- 4.2. NEPP agreed in its 2011 Business Plan that increases to Resident Parking Permits should cover the costs of the service, with a plan to bring these into line as far as possible (given socio-demographic differences between local areas) in line with previous ECC guidance on permit pricing.
- 4.3. At that time Members sought to set out a future plan of charges over coming years both in the interests of transparency so that residents requesting a new scheme would be able to see the charges, and also to enable service planning.
- 4.4. The most recent plan for the resident parking prices was agreed in the 2015 Development Plan to run up to 2018, which was the extent of the Agreement at that time; the Agreement now continues to 2022. Prior to this, prices were agreed on an ad-hoc basis.
- 4.5. The previous plan has now been carried through to its agreed conclusion and the new Development Plan, proposed that a new report would be brought to set out prices from 2019 onwards.
- 4.6. Considerable savings have already been made in the efficiency of operational delivery via MiPermit (approx. £48k p.a. savings were made on its introduction), especially in the cost of delivering online visitor permits, and there has been no change to these prices for a considerable time; the only change again is in the operational patrol costs.
- 4.7. Pending any further technical innovations with the scheme which could impact pricing structure in future (either up or down), details of the agreed Resident Parking price plan are shown Appendix A to this report.

Kerbside Paid Parking

- 4.8. Parking Management, especially at the kerbside, aims to reduce congestion, helping drivers find spaces quickly and easily. Park to Park bays on the street are not designed for long-term parking but the prices set at a point to encourage the use of car parks.
- 4.9. The report recommends at least parity pricing with car parks but also recommends giving flexibility to change prices under delegated powers in future, to influence motorist behaviour and if car park prices change in future.

5. Proposals – Financial implications

- 5.1. In order to cover the true and full costs of patrols, NEPP has set out a strategy to harmonise resident parking prices by increasing the base permit charge until all costs of the scheme are covered (note, this is not an inflationary increase, but a move to continue to cover all existing costs).
- 5.2. The increases set out for resident parking are equivalent to c.£15k p.a. in income, at 2018 prices, to cover all likely increases in patrol costs including: inflation, transaction fees, salary, and energy costs.
- 5.3. The permit price increases will be kept under review, especially in light of new technology. Prices may later be reviewed (downwards) if new technology allows for efficiency savings to be made. This is particularly relevant where permits are converted to the virtual system and patrolling is made faster using automatic number plate recognition.
- 5.4. Whilst the majority of the proposals suggest an increase, a decrease in Uttlesford second permits has been recommended to bring these down to harmonise with other Districts.

- 5.5. Second Permits will remain available and will continue to have an increased premium over that of the first permit due to demand for kerbside parking space.
- 5.6. The Third Permit will remain discretionary and be at a significant premium, with special attention given to narrow, crowded streets where parking is already difficult (including Colchester which has previously opted out of a Third Permit because of the lack of space) or where there are local socio-demographic or geographic reasons to deviate.
- 5.7. Another source of income is from On-Street Pay & Display areas, where a fee to park is set at a level to encourage space availability for short stays, primarily in support of nearby businesses and to regulate all-day use of kerb space by supporting use of nearby off-street car parks for longer stays.
- 5.8. Increases across all Pay to Park (“Pay & Display”) areas have been proposed and are included in Appendix B to this report. It is also recommended that the on-street tariffs maintain at least parity with local off-street car parks in future, and the report recommends delegating the power to officers for this purpose.
- 5.9. Any income which is surplus to the operating costs can only be used for the purposes set out in s.55 of the Act. The service sets out to operate within a balanced budget.
- 5.10. In addition to these prices, it is proposed in future to introduce Electric Vehicle Charging Point Charges, however none are presently implemented on-street.

Background Papers

Parking Partnership Development Plan 2018-2022

Appendix A:

Table of Prices - Agreed pricing strategy to 2018 & proposed strategy from 2019 - 2022								
Parking Order:		Braintree						
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£43.00	£45.00	£48.00	£50.00	£53.00	£55.00	£58.00	£60.00
Second Resident Permit (where available)	£55.00	£60.00	£65.00	£70.00	£75.00	£80.00	£85.00	£90.00
Third Resident Permit	By discretion only on application			By discretion only on application				
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00	£20.00
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00
Parking Order:		Colchester						
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£62.00	£63.00	£64.00	£65.00	£67.00	£68.00	£69.00	£70.00
Second Resident Permit (where available)	£78.00	£80.00	£80.00	£80.00	£83.00	£85.00	£88.00	£90.00
Third Resident Permit	By discretion only on application			By discretion only on application				
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00	£20.00
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Business Permit – 3 months	£110.00	£110.00	£110.00	£110.00	£114.00	£118.00	£120.00	£122.00
Business Permit - Yearly (18 in total)	£440.00	£440.00	£440.00	£440.00	£450.00	£460.00	£470.00	£480.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00
Dedham Exemption Certificate (15 issued)	£24.00	£24.00	£24.00	£24.00	£25.00	£25.00	£25.00	£25.00
Colchester & Tendring Womens Aid (9 issued)	£104.00	£104.00	£104.00	£104.00	£105.00	£105.00	£105.00	£105.00
Colchester High School (42 issued)	£33.00	£33.00	£33.00	£33.00	£34.00	£35.00	£38.00	£40.00
Hamilton School (35 issued)	£104.00	£104.00	£104.00	£104.00	£105.00	£105.00	£105.00	£105.00
Kingswode Hoe School (10 issued)	£104.00	£104.00	£104.00	£104.00	£105.00	£105.00	£105.00	£105.00
Walsingham Road resident season ticket - Yearly (2 iss.)	£203.00	£203.00	£203.00	£203.00	£204.00	£206.00	£208.00	£210.00
Walsingham Road resident season ticket – 6 months	£110.00	£110.00	£110.00	£110.00	£102.00	£103.00	£104.00	£105.00
Motorcycle	£25.00	£25.00	£25.00	Discontinued	Discontinued			
Parking Order:		Epping Forest						
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£43.00	£45.00	£48.00	£50.00	£53.00	£55.00	£58.00	£60.00
Second Resident Permit (where available)	£78.00	£80.00	£80.00	£80.00	£83.00	£85.00	£88.00	£90.00
Third Resident Permit	£150.00	£155.00	£155.00	£160.00	By discretion only on application			
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00	£20.00
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Business Permit – monthly	£45.80	£45.80	£45.80	£45.80	£48.00	£50.00	£52.00	£54.00
Business Permit – 3 months	£122.50	£122.50	£122.50	£122.50	£127.00	£130.00	£134.00	£138.00
Business Permit - Yearly (18 in total)	£428.00	£428.00	£428.00	£428.00	£440.00	£454.00	£468.00	£482.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00
Parking Order:		Harlow						
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£33.00	£35.00	£38.00	£40.00	£42.00	£43.00	£44.00	£45.00
Second Resident Permit (where available)	£65.00	£70.00	£75.00	£80.00	£85.00	£90.00	£90.00	£90.00
Third Resident Permit	By discretion only on application			By discretion only on application				
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00	£20.00
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00

Parking Order:		Tendring						
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£50.00	£53.00	£55.00	£58.00	£60.00	£63.00	£65.00	£68.00
Second Resident Permit (where available)	£62.00	£65.00	£68.00	£70.00	£75.00	£80.00	£85.00	£90.00
Third Resident Permit	By discretion only on application			By discretion only on application				
Visitor Permits (sheet of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00	£20.00
Visitor Permits - MiPermit (digital system)	£15.00	£15.00	£15.00	£15.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00

Parking Order:		Uttlesford						
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00
Second Resident Permit (where available)	£105.00	£105.00	£105.00	£105.00	£103.00	£102.00	£101.00	£100.00
Third Resident Permit	By discretion only on application			By discretion only on application				
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00	£20.00
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00

Appendix B:

Parking Order:		Colchester				
Scale of Existing Charges	2018	2019	2020	2021	2022	
Station Road - Marks Tey						
Up to 4 hours	£2.00	£2.10	£2.20	£2.30	£2.40	
Up to 1800 hours	£4.00	£4.10	£4.20	£4.30	£4.40	

Parking Order:		Epping				
Scale of Existing Charges	2018	2019	2020	2021	2022	
Queens Road - Buckhurst Hill						
Up to 30 mins	£0.10	£0.20	£0.30	£0.40	£0.50	
Up to 1 hour	£0.65	£0.75	£0.85	£0.95	£1.00	
Up to 2 hours	£1.30	£1.40	£1.50	£1.60	£1.70	
High Road - Loughton						
Up to 30 mins	£0.20	£0.30	£0.40	£0.50	£0.60	
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30	
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20	
Rectory Lane - Loughton						
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30	
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20	
Over 2 hours up to 6pm	£3.80	£3.90	£4.00	£4.10	£4.20	
Oakwood Hill - Loughton						
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30	
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20	
Over 2 hours up to 6.30pm	£3.80	£3.90	£4.00	£4.10	£4.20	
Ladyfields - Loughton						
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30	
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20	
Over 2 hours up to 4pm	£3.80	£3.90	£4.00	£4.10	£4.20	
Kings Green - Loughton						
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30	
Lenthall Road - Loughton						
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30	
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20	
Over 2 hours up to 6.30pm	£3.80	£3.90	£4.00	£4.10	£4.20	

Parking Order:	Tendring				
Scale of Existing Charges	2018	2019	2020	2021	2022
Harwich Quay					
Up to an hour	£1.00				
Up to 2 hours	£2.20	Agreed to match tariff set by TDC in adjacent bays to avoid customer confusion			
Up to 4 hours	£3.50				
Over 4 hours	£5.00				
Parking Order:	Uttlesford				
Scale of Existing Charges	2018	2019	2020	2021	2022
Abbey Lane, Castle Street, East Street etc - Saffron Walden					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30



North Essex Parking Partnership

Meeting Date:	March 2018
Title:	Delegations to Officers and Chairman Report 2018
Author:	Richard Walker, Group Manager
Presented by:	Richard Walker

The report sets out the Committee's delegations to officers and the Chairman and Vice Chair to take decisions about certain matters outside the Committee Meetings.

1. Recommended Decisions

- 1.1. To note the delegations to officers and Chair of the Committee.
- 1.2. It is recommended that the delegation under paragraph 3.4 is clarified so that it is clear that any Traffic Regulation Orders (TROs) can be made under this delegation.

2. Reasons for Recommended Decisions

- 2.1. For good governance, transparency and clarity.

3. Existing Delegations

- 3.1. The existing delegations to the Chairman and officers are shown below, for the information of Members. Two sets of delegations have been made to date.
- 3.2. The first set of delegations were made at the first NEPP AGM in order to formally apply the delegations in the Agreement. On 28 June 2011 a report 'Committee Protocols & Partnership Parking Policies' provided for the following delegations, put in place in the Agreement:
- 3.3. That general and day to day operational matters and decisions of the essential operation and its exigencies be delegated to the Parking Partnership Group Manager (or, in his absence, his nominated deputy); the Joint Committee shall delegate to the Group Parking Manager of the Parking Partnership (as shown in the Agreement) the appropriate operational delegations:
 - the operational responsibility for on street civil parking in order to enable the Joint Committee to carry out its functions, the delegations being as set out in the Agreement (generally, and specifically paragraphs 10, 11, 14 and Appendix A); and
 - the operational responsibility for off-street civil parking in order to enable the Joint Committee or its sub-committee(s) to carry out its functions, the delegations being as set out in the Agreement (generally, and specifically paragraphs 10, 11 and 14 as appropriate for off-street operations, and Annexe A), as appropriate for those authorities signing up thereto.

- 3.4. The second set of delegations was made to expedite the TRO process. On 5 December 2011, a report 'Introducing the Parking Partnership Traffic Regulations' was presented to the TRO Sub Committee and included that:
- It may be expedient in certain circumstances for decisions to be taken by the Chair or Vice Chair of the TRO sub-committee in consultation with officers. The TRO sub-committee is asked to approve delegation of decision on matters of an urgent or unforeseen nature to the Chair or Vice Chair as their substitute, in consultation with officers where the exigency of the service requires. Such matters to be reported to the next available committee for confirmation.
 - There will be times where it would be expedient for officers to make operational decisions on approved schemes and the TRO sub-committee is asked to delegate operational decisions to officers.
- 3.5. The TRO Sub Committee was subsumed back into the main Joint Parking Committee from the 2013/14 municipal year, starting from the 2013 AGM and then the number of meetings reduced to 4 p.a. from the 2014/15 municipal year.

Background Papers

None

Appendix

Items set out in the Agreement:

10. Functions to be exercised by the Joint Committee

- 10.1 The Joint Committee shall exercise the functions set out in Appendix A.
- 10.2 Any sub committee established by any of the individual Partner Authorities may not exercise any function set out Appendix A.
- 10.3 The Joint Committee may perform such other functions as the Partner Authorities may from time to time delegate to the Joint Committee with the written agreement of the Joint Committee.
- 10.4 The Joint Committee is authorised to delegate any of its functions (including for the avoidance of doubt the enforcement and/or cancellations of PCN's) to the Parking Partnership Group Manager or nominated deputy of the Lead Authority and during the lifetime of the Vinci Contract to officers of Epping Forest District Council.
- 10.5 This Agreement is without prejudice to each Partner Authority's other powers and responsibilities for their respective areas and each Partner Authority agrees that it will not exercise its functions in relation to the function of the Joint Committee except;
- 10.5.1 via the Joint Committee;
- 10.5.2 via powers delegated to an officer by the Joint Committee; or
- 10.5.3 after consulting the other Partner Authorities.

11. The Lead Authority

- 11.1 The Lead Authority via its Parking Partnership Group Manager and staff shall deliver all aspects of on street civil parking enforcement. Specifically it will;
- 11.1.1 ensure that any significant change to the machines, signage, surface or lines in any of the Partner Authority areas are subject to prior agreement of the Joint Committee;
 - 11.1.2 ensure each Partner Authority area shall receive a share of the available management, enforcement and operational resources in line with identified needs and priorities within the approved Annual Business Plan;
 - 11.1.3 discharge the Joint Committee's responsibilities in relation to health and safety and welfare legislation;
 - 11.1.4 investigate complaints about the operational functions of the Joint Committee; and
 - 11.1.5 handle and respond to Freedom of Information Act and Environmental Information Regulations requests concerning the overall functions or decisions of the Joint Committee.

APPENDIX A

The Joint Committee shall exercise the following functions:

- 1. Collection of charges for on street parking within the permitted parking area;
- 2. The administration of residents' parking schemes and the collection of charges for permits;
- 3. Issuing Penalty Charge Notices;
- 4. Deal with all correspondence, appeals, adjudication and representations to the Traffic Tribunal arising from those functions set out in paragraph 10 and Appendix A where appropriate;
- 5. Take steps necessary to recover payments and charges due under these functions;
- 6. Immobilisation, removal, recovery, storage and disposal of vehicles in connection with the above activities;
- 7. Procurement and maintenance of signs and lines relating to on-street enforcement;
- 8. Determine the levels and nature of fees and charges in respect of on street car parking provisions in North Essex;
- 9. Establish and manage the cost of the operation incurred under the Joint Committee;
- 10. Decide how any surplus is re-invested in parking services;
- 11. The Council may retain responsibility, and budget, for the commissioning of traffic regulation orders during the first year of the Operational Period.
- 12. Provide a forum to discuss strategic issues relating to parking across North Essex;
- 13. Provide a forum to review at a strategic level the success of the Joint Committee;
- 14. Set local parking policies, ensuring that primary legislation obligations are met. This includes design of parking policies with respect to:
 - a. Traffic network;
 - b. Safety;
 - c. Environment;
 - d. Public transport quality and accessibility;
 - e. Disabled persons; and
 - f. Kerb space demands.
- 15. The Joint Committee may make relevant traffic regulation orders as permitted under the Road Traffic Regulation Act 1984. The Joint Committee shall review this function and agree future provisions with the Council for the funding and operation to be exercised during the remainder of the Operational Period.



North Essex Parking Partnership

22 March 2018

Title: NEPP Technical Team Traffic Regulation Order Updates
Author: Trevor Degville/Shane Taylor
Presented by: Trevor Degville

This report provides an update on the work of the Technical Team

1. Decision(s) Required

1.1. To note the traffic regulation order update.

2. Reasons for Report

2.1. This report is being provided to give an update on the work of the Technical Team and provide information on current traffic regulation order advertising.

3. New Traffic Regulation Orders

3.1. The NEPP has a delegated authority from ECC to introduce new parking and waiting restrictions in some circumstances. Decisions on the applications that have been received are made by the Joint Committee at the October meetings.

3.2. During 2017 the following traffic orders were introduced by the NEPP

District/ Borough	Ref No	Name of Scheme	Town	Type of Restriction	Amendment Number
Uttlesford	10025	Hawthorn Close	Takeley	Waiting restrictions	53
Uttlesford	10049	Lower Mill Field	Dunmow	Resident permit areas	53
Uttlesford	10057	Brick Kiln Lane	Stebbing	Waiting restrictions	53
Braintree	20116	Wickham Crescent	Braintree	Waiting restrictions	72
Braintree	20120	Bridge Meadow	Feering	Resident permit areas	72
Braintree	20125	Mill Lane	Witham	Waiting Restrictions	71
Braintree	20129	Station Road	Kelvedon	Resident permit areas	72
Braintree	20130	High Street	Earls Colne	Limited waiting bays	72
Braintree	20132	Church Green	Coggeshall	Waiting restrictions	72
Braintree	20135	Nottage Crescent	Braintree	Waiting restrictions	72

Harlow	30035	College Square	Harlow	Multiple restrictions	N/A
Harlow	30050	Burnt Mill Lane	Harlow	Clearway	8
Harlow	30072	Hodings Road/Rivermill	Harlow	No Waiting/loading/Resident Permits	N/A
Colchester	40066	Uplands Drive	Colchester	Waiting restrictions	18
Colchester	40129	Leys Road	Wivenhoe	Waiting restrictions	18
Colchester	40130	Rectory Road (inc. Taylors Road & Colne Rise)	Rowhedge	Waiting restrictions	18
Colchester	40132	Rotary Way	Colchester	Waiting restrictions	18
Colchester	40146	Crown Street	Dedham	Waiting restrictions	22
Tendring	50015	Main Road	Upper Dovercourt	Limited waiting bays	55
Tendring	50029	Chapel Lane	Elmstead	Waiting restrictions	55
Tendring	50032	Promenade Way	Brightlings ea	Waiting restrictions	55
Tendring	50042	School Road	Great Oakley	School entrance markings	55
Tendring	50057	Garden Road	Jaywick	Limited waiting bays	55
Tendring	50067	Victoria Place	Brightlings ea	Limited waiting bays	56
Tendring	50071	Williamsburg Avenue	Harwich	Red Route	56
Tendring	50072	Watson Road/ Herbert Road/ Key Road	Clacton	Resident permit areas	55
Tendring	50118	Bromley Rd/ Old School Lane	Elmstead	Waiting restrictions	55
Tendring	50118.6	Mill Street	St Osyth	Resident permit areas	56
Tendring	50119	Church Road	Walton on the Naze	Resident permit areas	56
Epping Forest	60006	Station Approach	Loughton	Waiting restrictions	8
Epping Forest	60035	Epping New Road (Boleyn Court)	Buckhurst Hill	Waiting restrictions	8
Epping Forest	60061	Smarts Lane area (inc. Forest Road/ High Beech Road)	Loughton	Resident permit areas	9

Epping Forest	60069	Castle Street	Ongar	Waiting restrictions	8
Epping Forest	60072	Allnuts Road area (inc. Crossing Road, Brook Road, Warren Field)	Epping	Resident permit	9
Epping Forest	60119	The Green (inc Pakes Way)	Theydon Bois	Waiting restrictions	8
Epping Forest	60128	Beech Lane & High Road	Buckhurst Hill	Resident permit areas	8
Epping Forest	60129	Bansons Way, A128 & Poplar Road	Ongar	Resident permit areas	8
Epping Forest	60137	Lower Queens Road (Sycamore House)	Buckhurst Hill	Resident permit	8
Epping Forest	60141	Woburn Avenue area (inc. Hornbeam Rd/ Cl, The Green, Station Road and Loughton Lane)	Theydon Bois	Resident permit	8

3.3 Temporary Orders

3.4 These are generally introduced where expediency is an issue and are approved by the chair authority. A temporary order has a maximum operational time of 18 months unless extension is approved by the Secretary of State.

3.5 During 2017 the following temporary orders were introduced by NEPP

District/Borough	Name of Scheme	Town/Village	Type of Restriction	Current Status
Braintree	Station Road	Kelvedon	Waiting restriction/s	Permanent Order made
Colchester	High Street/North Hill	Colchester	Stopping restriction	Expired
Colchester	High Street	Colchester	Stopping restriction	Expired
Colchester	Cowdray Avenue	Colchester	Verge Restrictions	Operational
Epping Forest	Abridge Road	Abridge	Clearway/verge restrictions	Operational
Uttlesford	High Street/Rose Lane	Great Chesterford	Waiting restriction/s	Operational

4. Road Markings

4.1. The marking and maintenance of parking and waiting restriction road markings will usually take place between April to October when the weather conditions are generally better and for budgetary reasons

4.2. The number of markings by selected type is shown below for information

Yellow lines (metres)	Parking bay dots (number)	School Entrance Markings (equivalent)*	Loading ban kerb blips
59810	1947	92	1638

* - School entrance markings may vary in length up to 43.56 metres. Many schools will therefore have more than one school entrance marking near to the site

5. Loughton Review Phase 1

5.1. Where appropriate, the Technical Team also undertakes additional commissioned works. During 2017 the Technical Team worked closely with officers from Epping Forest District Council to implement Phase 1 of The Loughton Review. This was a large piece of work which involved the introduction of two large resident permit zones, two large on street pay and display areas, a business permit area in addition to bus stops, waiting restrictions and a clearway

5.2. Restrictions introduced during phase 1 of the Loughton Review

Road	Restrictions Introduced
Honeycroft	Waiting
Colson Road	Permit/Waiting
Ladyfields	Permit/Waiting/Pay and display
Oakwood Hill	Waiting/Pay and display
Oakwood Hill Industrial Estate	Business Permits/Limited Waiting
Rectory Lane Service Road	Pay and display/Waiting
Lenthall Road	Pay and display/Waiting
The Broadway	Waiting/Loadin
Lushes Court	Resident Permit
Ladyfields Close	Resident Permit
Torrington Drive/Gardens	Resident Permit

6.0 Advertised Proposals

6.1 Notices of variation have been have been advertised to amend the permit prices to the levels previously agreed by the Joint Committee in the Business Plan. The new permit prices will be operational from the second week of April

6.2 Advertising of new traffic order proposals in all areas has been arranged. These are schemes that have previously been approved by the Joint Committee and will be introduced unless objections are received which after consideration should be acceded to.

6.3 Details of proposals of traffic regulation orders can be found below. Copies of the statutory documents including maps showing the proposed restrictions can be found on the NEPP website at <http://www1.parkingpartnership.org/north/policies-troproposals>

District/ Borough	Reference Number	Name of Scheme	Type of Restriction	Amendment Number	Advertising date
Braintree	20138	Elizabeth Avenue	Waiting restrictions	75	08 March
Braintree	20145	Warley Close	Waiting restrictions	75	08 March
Braintree	20146	Notley Green	Waiting restrictions and limited waiting	75	08 March
Colchester	40118	Boxted Road	Waiting and Permit	25	15 March
Colchester	40139	Studds Lane	Waiting restrictions	25	15 March
Colchester	40146	Crown Street Dedham	Limited waiting and altering to map based restrictions	25	15 March
Colchester	N/A*	Mil Road	School Entrance Markings	25	15 March
Colchester	N/A*	Raven Way	School Entrance Markings	25	15 March
Epping Forest	60000	Algers Mead	Resident Permit	19	22 March
Epping Forest	60056	Stradbroke Grove	Waiting restrictions	19	22 March
Epping Forest	60085	Albion Hill	Waiting restrictions	19	22 March
Epping Forest	60102	Green Glade	Permit Holders & Limited waiting	19	22 March
Epping Forest	60138	Stonards Hill	Waiting	19	22 March
Epping Forest	60145	Milton Court	Resident Permit	19	22 March
Epping Forest	60149	Market Place	Resident Permit	19	22 March
Epping Forest	60151	Ivy Chimneys	Resident Permit	19	22 March
Epping Forest	60155	Cleall Avenue	Waiting restrictions	19	22 March
Harlow	30067	South Road	Limited Waiting	N/A	29 March
Harlow	30068	Water Lane	Limited waiting and waiting restrictions	N/A	29 March
Tendring	50124	Marlow Road	Waiting Restrictions	61	08 March
Tendring	50128	Preston Road	Waiting/loading restrictions	61	08 March
Tendring	50131	Holland Road	Limited waiting	61	08 March
Tendring	50132	Garden Road	Limited waiting & Disabled Badge Holders	61	08 March

Tendring	N/A*	High Street Thorpe-Le-Soken	School entrance markings	61	08 March
Tendring	N/A*	Park Square East	School entrance markings	61	08 March
Tendring	N/A*	Frobisher Drive	School entrance markings	61	08 March
Tendring	N/A*	Main Road Dovercourt	School entrance markings	61	08 March
Tendring	N/A*	St Oysth Road East	School entrance markings	61	08 March
Uttlesford	10065	Chaters Hill	Waiting restrictions	58	15 March
Uttlesford	10067	Priors Green	Waiting restrictions	58	15 March
Uttlesford	10068	East Street	Resident Permit	58	15 March
Uttlesford	10069	Church Street	Waiting restrictions	58	15 March
Uttlesford	10071	Common Hill	Resident permit	58	15 March
Uttlesford	N/A*	Wrights Green Lane	School entrance markings	58	15 March

*The Joint Committee has previously delegated authority to officers to introduce traffic regulation orders where advisory school entrance markings are already marked on the carriageway. These will therefore not have an application number.



North Essex Parking Partnership

Meeting Date: March 2018
Title: On Street Financial Report
Author: Richard Walker, Group Manager, Lou Belgrove, Business Manager
Presented by: Lou Belgrove

The report sets out the financial position of the Parking Partnership at January 2018.
The report sets out the 2018/19 budget for approval.

1. Recommended Decisions

- 1.1. To note the financial position after period 10 2017/18.
- 1.2. To approve the proposed budget for 2018/19.

2. Reasons for Recommended Decisions

- 2.1. For good governance and to ensure prudent financial management of the Partnership it is recommended that the budget for 2018/19 is approved.

3. Alternative Options

- 3.1. There is no alternative as this review is part of good financial management.

4. Supporting Information

- 4.1. The detailed budget figures are set out in the Appendix to this report and comments on these are in the following paragraphs.
- 4.2. 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, and include for year-end adjustments.

5. Income

- 5.1. The income collected from Penalty Charge Notices (PCN) and Pay & Display areas remains on track at present.
- 5.2. We have enjoyed a relatively mild winter up until mid-February, although the out-turn figure has now been reduced to reflect the recent change in weather conditions. PCN income therefore remains an area to be monitored.
- 5.3. Income from resident parking is currently forecasting slightly over budget. It is important that this area continues to cover its costs, as set out in the development plan. A revised plan for resident permit pricing is reported separately.
- 5.4. Other sources of income (which includes TRO work outside the Agreement) continue to provide additional income to the service.

6. Expenditure

- 6.1. Overall savings in the staffing budgets have been made due to Civil Enforcement Officer (CEO) vacancies.
- 6.2. Efficiencies, such as the reduction in printing from transferring to virtual permits will help with ensuring Supplies and Services come in on budget.
- 6.3. Virtual permit transaction charges for cashless parking are now showing in the Supplies and Services even though a reduction in the cash collection has not yet been effected; an area for action next year is to reduce the collection frequency and reduce the number of machines.

7. Standard References

- 7.1. There are no particular publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety or other risk management implications.

8. Risk Management Implications

- 8.1. The risk matrix was updated previously. No further risk management actions are recommended at present.

Appendix

Table 1 – Financial position to end of period 10

Period 10 - January 2018	A	B	C	D	E	F	G	H
On-street Account	2016/2017	2017/2018						2018/2019
	Actual	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance	Budget
<u>Direct costs</u>								
Expenditure								
Employee costs:								
Management	57	61	55	6	68	66	2	68
CEOs & Supervision	1,024	927	1,000	(73)	1,115	1,200	(85)	1,289
Back Office	290	248	251	(3)	296	302	(6)	355
TRO's	83	101	65	36	123	79	44	101
Premises / TRO Maintenance costs	182	177	137	40	193	164	29	38
Transport costs (running costs)	37	26	27	(1)	28	32	(4)	31
Supplies & Services	269	259	272	(13)	341	322	19	411
Third Party Payments	45	24	28	(4)	29	34	(5)	44
	1,988	1,823	1,835	(12)	2,193	2,199	(6)	2,337
Income								
Penalty Charges (PCNs)	(1,867)	(1,613)	(1,437)	(177)	(1,806)	(1,725)	(82)	(1,845)
Parking Permits/Season Tickets	(534)	(494)	(429)	(65)	(566)	(515)	(51)	(534)
Parking Charges (P&D etc)	(249)	(237)	(178)	(59)	(260)	(213)	(47)	(227)
Other income	(162)	(89)	(42)	(48)	(89)	(50)	(39)	0
	(2,812)	(2,433)	(2,086)	(349)	(2,721)	(2,503)	(219)	(2,606)
<u>Total Direct Costs</u>	(824)	(610)	(251)	(361)	(528)	(304)	(225)	(269)
<u>Total Non-direct Costs</u>	395	454	454	0	454	454	0	454
Sub total	(429)	(156)	203	(361)	(74)	150	(225)	185
<u>Contribution to Work Programme</u>			(210)		0	(150)		(185)
Deficit / (Surplus)			(7)		(74)	0		0
					out turn			



North Essex Parking Partnership

Meeting Date:	March 2018
Title:	North Essex Parking Partnership Annual Report
Author:	Richard Walker, Group Manager
Presented by:	Richard Walker

This report provides information for members on the work of the Parking Partnership during the Financial Year 2016/17.

1. Recommended Decision(s)

- 1.1. To note the accompanying text of the Annual Report 2016/17, attached.
- 1.2. To publish the Report in revised style which will set up the format for future publications.

2. Reasons for Recommended Decision(s)

- 2.1. The Annual Report has to be produced within six months of the end of the financial year and published as soon as practicable.

3. Annual Report

- 3.1. The text of the Annual Report is attached as an Appendix.
- 3.2. The statistical information was published at the AGM in June 2017.
<http://www1.parkingpartnership.org/north/uploads/committee/nepp-agenda-complete.pdf>
- 3.3. It is recommended that the Annual Report is completed by bringing together the text and statistical information and published in a format similar to the Brighton & Hove Annual Parking Report, which won an award for its style and content, taking in any recommendations made by the Positive Parking Agenda of the British Parking Association. A copy of the Brighton and Hove Parking Partnership Annual Report can be found here -
<http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Parking%20Annual%20Report%20%202016%2017.pdf>
- 3.4. The Annual Report will be published the NEPP website.

Appendix Annual Report text for 2016/17.

Main Issues from 2016/17 and Projects undertaken

Review of the Service – looking ahead

The decision was made to grant the four-year extension to the operating Agreement, which sees NEPP operate through to 2022.

A Development Plan has been produced in order to take forward some other recommendations from the review group to be implemented by NEPP and this was adopted at the Joint Committee Meeting in December 2016.

The off-street Agreement will need to be reviewed during 2017/18, and it is suggested this moves to a separate operation with a direct individual series of agreements between Colchester and the other Districts.

Partnership Working

A number of partnership arrangements exists outside the main Agreement. We already work with Dedham, West Mersea, and Wivenhoe parish and town councils and are developing links with Hatfield Peverel parish council. The joint school patrol with Tendring DC continues.

Projects Planned

A number of other projects were progressed in order to complement the ECC Review including a review of our web-based systems, providing more information in a clearer format and continuing to build a platform to become more self-serve in future.

The service's Development Plan follows contains much of the information previously carried in the Annual Report preface, and can be found online, at www.parkingpartnership.org

Park Safe Car

The new ParkSafe car project, the first NEPP-owned and operated ParkSafe vehicle, was started during 2015/16 and projected to take 12-18 months to complete.

The ParkSafe car's job is to provide a more effective deterrent against motorists taking the chance of parking on school zig-zag markings. Being mobile, it can cover more sites more effectively, and has been marketed effectively – if a motorist contravenes safety restrictions outside schools, the car raises the chance of being caught.

MiPermit – Online Parking Account Project

MiPermit is an online parking account which is accessible using telephone landline, mobile phone, smart phone and Internet through a computer or tablet. All residential permits are now administered through the online system. There is a small and reducing ongoing demand for visitor scratch-cards around 8-10% of sales, although these are only sold at a premium which represents the increased administration cost of the card system.

The next step will be to extend the hours of the staffed assistance line provided by the supplier and begin to reduce the coin type payment services in on-street locations.

Financial Matters

The committee decided to make no changes in the forthcoming financial year, and the out-turn showed that the service continued to provide an in-year surplus, after capital charges were considered.

Communications

NEPP continues to be supported by a part time Communications officer who has developed a project plan to cover regular communication activities and projects – alongside the usual reactive media responses. The popular Parking Blog has continued, culminating in being nominated for an award. NEPP responded to a number of media enquiries during the year. A Twitter feed was launched.

Beside the Press Releases issued, and Reactive Media Enquiries, the Communications Officer also assists with the service's other Social Media presence including posting items on Twitter: (@nepp_parking), a recruitment video which was launched during the year and the NEPP's Linked In account.

'Anna's Blog' can be read at <https://northessexparkingpartnership.wordpress.com/>



Staffing

The service's focus changed from "People, Performance, Policy and Process" to the four new priorities of Innovation, Efficiency, Education and Communication.

Beside the new recruitment video, showing what it is like to work for NEPP as a Civil Enforcement Officer, a recruitment "Assessment Day" is held at every round to give prospective staff a flavour of the service prior to holding interviews.

The North Essex Parking Partnership has filled a number of vacancies in the year, although the overall enforcement team still needs to fill further vacant posts.

Traffic Regulation Orders (TROs)

The TRO service has again processed a large number of schemes since the last report. The full details are listed in our Joint Committee Reports. Part of the Review was to integrate the TRO function completely into the NEPP budget, with a reduced level of, then ending, support from the county council.

Beside the NEPP work an amount of external work has been achieved, including the work for Epping Forest District Council to review its Loughton Broadway area parking strategy.

NEPP Work Programme

The forward programme includes the following pieces of work:

- To continue dialogue with the British Parking Association and Department for Transport over enforcement issues such as parking close to junctions (junction protection) about the need to mark and make a Traffic Regulation Order for these locations, and associated issues which NEPP would happily take over, such as enforcement of footway parking and obstruction parking.
- Implementation of the upcoming new £1 Coin.
- Continue work on improvements to the website to enable a new challenge system, a new TRO database and other clearer information on a number of issues.

Parking Returns

Local Authority parking providers are now required to publish statistics relating to the number of bays, charges and income. Where these are available, a summary is shown for the Partnership and its client authorities, below. Some authorities publish their own off-street information separately.



North Essex Parking Partnership

Meeting Date: March 2018
Title: Forward Plan 2017-2018
Author: Jonathan Baker – Democratic Services, Colchester Borough Council
Presented by: Jonathan Baker – Democratic Services, Colchester Borough Council

This report concerns the 2017-18 Forward Plan of meetings for the North Essex Parking Partnership and the draft work programme for 2018-19.

1. Recommended Decision(s)

- 1.1 To note the North Essex Parking Partnership Forward Plan for 2017/18
- 1.2 To note the North Essex Parking Partnership draft Forward Plan for 2018-19.

2. Reasons for Recommended Decision(s)

- 2.1 The forward plan for the North Essex Parking Partnership Joint Committee is submitted to each Joint Committee meeting to provide its members with an update of the items scheduled to be on the agenda at each meeting. As the end of this municipal year approaches, the forward plan for 2018-19 has been included for information.

3. Supporting Information

- 3.1 The Forward Plan is reviewed regularly to incorporate requests from Joint Committee members on issues that they wish to be discussed.

**NORTH ESSEX PARKING PARTNERSHIP (NEPP)
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2017-18**

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	1 June 2017 S15, Rowan House, 10-12pm	22 June 2017 1.00 pm Grand Jury Room, Town Hall, Colchester	Annual Review of Risk Management Annual Governance Review and Internal Audit Colchester Car Club NEPP On and Off Street Financial Position 2016/15 NEPP Annual Report Data for 2016/17 Traffic Regulation Orders Update North Essex Parking Partnership On and Off Street Operational Report Joint Committee Governance Review Forward Plan 17/18 Future of Off-Street Service	Hayley McGrath (CBC) Hayley McGrath (CBC) Emily Harrup (CBC) Lou Belgrove (PP)/Richard Walker (PP) Richard Walker (PP) Trevor Degville (PP) Lou Belgrove (PP) Jonathan Baker (CBC) Jonathan Baker (CBC) Matthew Young
Joint Committee for On/Off Street Parking	28 September 2017, Grand Jury Room Colchester	19 October 2017 1.00pm Harlow District Council	TRO Schemes for approval Traffic Regulation Order update Budget Update: 6 month position NEPP Off-Street Position end of year 2016/17	Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker/ Lou Belgrove (PP) Richard Walker (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
			Forward Plan 17/18	Jonathan Baker
			Off-Street Service Level Agreement Report	Richard Walker
Joint Committee for On/Off Street Parking	23 November, Grand Jury Room, 2017	14 December 2017 1.00pm Uttlesford District Council	NEPP Budget Update Period 8	Richard Walker/Lou Belgrove (PP)
			Footway and Obstruction Enforcement Powers	Richard Walker (PP)
			Operational Report	Lou Belgrove (PP)
			Off Street Operations in future	Lou Belgrove (PP)
			Traffic Regulation Order Authorisation (change to annual approval)	Shane Taylor (PP)
			Forward Plan 17/18 & 18/19 Dates	Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	1 March 2018 G3, Rowan House	22 March 2018 1.00pm Epping Forest District Council	3PR – South Essex Parking Partnership Update	Nick Binder (SEPP)
			Permit and Pay to Park Prices 2018-2022	Lou Belgrove (PP)
			Delegations to Officers and Chairman Report	Richard Walker
			Technical Team Traffic Regulation Order Updates	Trevor Degville/Shane Taylor (PP)
			Annual Report	Lou Belgrove (PP)
			Finance Update Period 11 and 2018/19 Budget	Lou Belgrove (PP)
			Forward Plan 17/18	Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	31 May 2017, S17	21 June 2018 1.00pm, Grand Jury Room Colchester Borough Council	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP On and Off Street Financial Position 2017/18	Lou Belgrove (PP)/Richard Walker (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
			Draft Annual Report	Richard Walker (PP)
			Technical Team Update	Trevor Degville (PP)/Shane Taylor (PP)
			Operational Report	Lou Belgrove (PP)
			Forward Plan 18/19	Jonathan Baker (CBC)

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker
 Parking Manager, Lou Belgrove
 Technical Services, Trevor Degville
 Technical / TROs, Shane Taylor
 Service Accountant, Louise Richards
 Governance, Jonathan Baker
 Media, Laura Hardisty

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Draft Work Programme 2018-19

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	31 May 2018, S17, Rowan House, 33 Sheepen Road, Colchester	21 June 2018, Colchester Borough Council – Grand Jury Room, Town Hall, High Street Colchester.	Annual Review of Risk Management	Hayley McGrath (CBC)
			Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			NEPP On Street Financial Update	Lou Belgrove (Parking Partnership)/Richard Walker (PP)
			NEPP Annual Report Data for 2017/18	Richard Walker (PP)
			NEPP Technical Team Traffic Regulation Orders Update	Trevor Degville (PP)
			North Essex Parking Partnership On Street Operational Report	Lou Belgrove (PP)
			Joint Committee Governance Review	Jonathan Baker (CBC)
			Off-Street Service Update	Richard Walker (PP)
			Forward Plan 18/19	Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	13 September 2018, G03, Rowan House, 33, Sheepen Road, Colchester	4 October 2018 1.00pm Braintree District Council	Traffic Regulation Order Schemes for approval, deferral or rejection	Trevor Degville/Shane Taylor (PP)
			NEPP Technical Team Traffic Regulation Order update	Trevor Degville/Shane Taylor (PP)
			On-Street Budget Update: 6 month position	Richard Walker/ Lou Belgrove (PP)
			NEPP On-Street Financial position end of year 2017/18	Richard Walker (PP)
			Annual Report	

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
			Off-Street Service Update Forward Plan 18/19	Richard Walker (PP) Richard Walker (PP) Jonathan Baker
Joint Committee for On/Off Street Parking	22 November 2018, S17, Rowan House, Sheep Road, Colchester.	13 December 2018 1.00pm Tendring District Council	On-Street Budget Update Operational Report Off-Street Update Forward Plan 18/19 & 19/20 Dates	Richard Walker/Lou Belgrove (PP) Lou Belgrove (PP) Richard Walker (PP) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	28 February 2019 G3, Rowan House	21 March 2018 1.00pm Harlow District Council	Technical Team Traffic Regulation Order Update Finance Update Period 11 and 2018/19 Budget Off-Street Update Forward Plan 18/19	Trevor Degville/Shane Taylor (PP) Lou Belgrove (PP) Richard Walker (PP) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	30 May 2019, Room G03, Rowan House, Sheepen Road.	20 June 2019 1.00pm, Grand Jury Room Colchester Borough Council	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP On Street Financial Update NEPP Annual Report Data Technical Team Traffic Regulation Order Updates Operational Report Off-Street Update	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP)/Richard Walker (PP) Richard Walker (PP) Trevor Degville (PP)/Shane Taylor (PP) Lou Belgrove (PP) Richard Walker (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
			Forward Plan 19/20	Jonathan Baker (CBC)



North Essex Parking Partnership

Joint Working Committee Off-Street Parking

Epping Forest District Council, Civic
Offices, High Street, Epping, CM16 4BZ
22 March 2018 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 22 March 2018 at 1.00 pm
Epping Forest District Council, Council Chamber, Civic Offices, High Street,
Epping, CM16 4BZ

Agenda

Attendees

Executive Members:-

Cllr Richard Van Dulken (Braintree)
Cllr Mike Lilley (Colchester)
Cllr Danny Purton (Harlow)
Cllr Howard Ryles (Uttlesford)

Officers:-

Jonathan Baker (Colchester)
Lou Belgrove (Parking Partnership)
Richard Block (Colchester)
Trevor Degville (Parking Partnership)
Laura Hardisty (Colchester)
Simon Jackson (Uttlesford)
Samir Pandya (Braintree)
Miroslav Sihelsky (Harlow)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)

- | | Introduced by | Page |
|---|------------------------------------|-------------|
| 1. Welcome & Introductions | | |
| 2. Apologies and Substitutions | | |
| 3. Declarations of Interest
The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. | | |
| 4. Have Your Say
The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter. | | |
| 5. Minutes
To approve as a correct record the draft minutes of the meeting held 14 December 2017. | | 1-2 |
| 6. Off-Street Financial Report
This report sets out the financial forecast for the Off-Street account at the end of January 2018. | Richard Walker/Lou Belgrove | 3-4 |
| 7. Urgent Items
To announce any items not on the agenda which the Chairman has agreed to consider. | | |

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

14 December 2017 at 1.00pm
Council Chamber, Uttlesford District Council, Essex

Executive Members Present:-

Councillor Richard Van Dulken (Braintree District Council)
Councillor Mike Lilley (Colchester Borough Council)
Councillor Danny Purton (Harlow District Council)

Substitutions:- Councillor Vic Ranger for Councillor Howard Ryles (Uttlesford District Council)

Also Present: -

Jonathan Baker (Colchester Borough Council)
Trevor Degville (Parking Partnership)
Simon Jackson (Uttlesford District Council)
Councillor Robert Mitchell (Essex County Council)
Samir Pandya (Braintree District Council)
Miroslav Sihelsky (Harlow District Council)
Shane Taylor (Parking Partnership)

8. Minutes

RESOLVED that the minutes of the meeting held on 19 October 2017 were confirmed as a correct record.

9. Off-Street Operations in future

Richard Walker, Parking Partnership, introduced the Off-Street Operations in future report. The report requests that the Joint Committee re-consider and approve the transfer of operations to a revised operating model from April 2018 and to approve the disbursement of reserves accrued, including the £50k reserve amount. The report also requests that the Committee note the projected contributions to support the new function.

Richard Walker informed members that the report proposes moving the supply of services from the Off-Street Committee to a Service Level Agreement (SLA). The SLA's will be between each partner authority and Colchester Borough Council (CBC) with contributions starting from a zero base and each partner authority establishing the level of service that it requires. The previous model, through the Off-Street Committee, had seen a number of changes occur to service provision that may not have been fully reflected in the level of contributions made.

Richard Walker provided the Committee with assurances that in moving to a SLA, that there would still be an opportunity to hold discussions about Off-Street matters in the On-Street Committee. This would also provide the benefit of having all members of the North Essex Parking Partnership in attendance allowing for wider policy discussions. Richard Walker highlighted that the draft Service Level Agreement that was included in the report is based on one that the South Essex Parking Partnership use for Off-Street services.

Samir Pandya, Client Officer, Braintree District Council, informed the Committee that Braintree were disappointed with the report due to impression given that Colchester Borough Council had been subsidising Braintree District Council (BDC) for Off-Street services. Samir Pandya confirmed that conversations on this matter could continue outside of the meeting and that whilst Braintree District Council were also disappointed about the lack of alternative options to an SLA presented in the report, they were in support of the move to a service level agreement. Samir Pandya also requested that each partner authority be provided with an individually costed SLA.

In response to a query, Richard Walker stated that comments in the report relating to returning surplus amounts to Epping Forest District Council are for both the previous financial years surplus which has been returned and this years financial surplus which has not yet been returned.

Responding to a concern from Uttlesford District Council regarding procurement arrangements for the SLA, Richard Walker provided information on the legislation that is currently in place and would allow for this to occur. Other comments received on this matter suggested that Uttlesford District Council would need to establish the required arrangements through their own procurement team.

The Committee agreed that as discussions are still required between CBC and BDC due to differences of opinion over the level of contributions it would not be appropriate to agree to note the contributions to support the new function at this stage.

RESOLVED that;

- a) The transfer of operations to a revised operating model from April 2018 be approved.
- b) The disbursement of reserves accrued, including the £50k reserve amount be approved.

10. Off-Street Financial Report

Richard Walker, Parking Partnership, presented the Off-street Financial Report, which requests that the mid-year financial position of the Off-Street account be noted.

RESOLVED that the Off-Street Financial report be noted.

11. Off-Street Operational Report

Richard Walker, Parking Partnership, presented the Off-Street Operational Report. The report requests that the content of the operational report be noted.

RESOLVED that the Off-Street Operational report be noted.



North Essex Parking Partnership

Meeting Date:	March 2018
Title:	Off Street Financial Report
Author:	Richard Walker, Group Manager; Lou Belgrove, Business Manager
Presented by:	Lou Belgrove

The report sets out the financial forecast for the Off-Street Account at the end of January 2018.

1. **Decision(s) Required**

- 1.1. For the Joint Committee to note the financial position set out in the report.

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

- 2.1. For good governance and to ensure prudent financial management of the Partnership.

3. **Alternative Options**

- 3.1. There is no alternative as this review is part of good financial management.

4. **Supporting Information**

- 4.1. The detailed budget figures are set out in the Appendix to this report.
- 4.2. There is no budget for the Committee to decide in 2018/19 owing to the change in governance process with the new Service Agreements starting in April 2018.
- 4.3. 'Other income' includes work carried out outside the Agreement in parish partnerships and other consultancy work such as tariff changes, which provides a small income to the service.

5. **Financial Implications**

- 5.1. The overspend in supplies and services will be offset by the surplus created by "other income" works that have been carried out. Officers have checked that that this will ensure a break-even position by the end of the year once invoices for works carried out have been paid.

6. **Standard References**

- 6.1. There are no particular publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety or other risk management implications.

7. **Risk Management Implications**

- 7.1. No further risk management actions are recommended at this time.

Appendix

Table 1 – Off Street financial position to the end of P10

Period 10 - January 2018	A	B	C	D	E	F	G
Off-street Account	2016/2017	2017/2018					
	Actual	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance
Direct costs							
Expenditure							
Employee costs:							
Management	15	3	3	0	4	3	0
CEOs & Supervision	289	211	223	(12)	230	267	(37)
Back Office	124	106	108	(2)	127	129	(2)
Off-street Account	209	189	154	35	207	185	23
Premises costs	12	11	8	3	12	9	3
Transport costs (running costs)	15	9	13	(4)	11	16	(5)
Supplies & Services	418	344	209	135	329	250	79
Third Party Payments	19	10	12	(2)	10	14	(4)
	1,101	883	730	153	930	874	56
Income							
Braintree District Council	(147)	(147)	(123)	(25)	(147)	(147)	0
Epping Forest District Council	(272)	0	0	0	0	0	0
Harlow District Council	(68)	(68)	(57)	(11)	(68)	(68)	0
Uttlesford District Council	(154)	(154)	(128)	(26)	(154)	(154)	0
Other income	(29)	(49)	(0)	(49)	(50)	0	(50)
Colchester Borough Council	(674)	(396)	(553)	156	(674)	(663)	(11)
	(1,343)	(815)	(860)	45	(1,093)	(1,032)	(61)
Total Direct Costs	(242)	68	(130)	198	(163)	(158)	(5)
Non-direct costs							
Other non-direct costs	145	159	159	0	159	159	0
Total Non-direct Costs	145	159	159	0	159	159	0
Deficit / (Surplus)	(97)	227	28	198	(4)	0	(5)
					out turn		