



North Essex Parking Partnership

Joint Working Committee On-Street Parking

**Braintree District Council Offices, Causeway
House, Bocking End, Braintree, CM7 9HB
4 October 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 4 October 2018 at 1.00 pm

Braintree District Council Offices, Causeway House, Bocking End, Braintree,
CM7 9HB

Agenda

Attendees

Executive Members:-

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

Officers:-

Jonathan Baker (Colchester)
Lou Belgrove (Parking Partnership)
Richard Block (Colchester)
Liz Burr (Essex County Council)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Laura Hardisty (Colchester)
Emily Harrup (Colchester)
Simon Jackson (Uttlesford)
Hayley McGrath (Colchester)
Samir Pandya (Braintree)
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 on 21 June 2018.		1-8
6. Technical Report & Traffic Order Scheme Prioritisation This report asks the committee to consider traffic order scheme prioritisation from the list of applications and note the traffic orders that have been installed.	Trevor Degville	9-17
7. Obstructive Parking Update Report This report provides an update of progress on the discussion around Obstructive Parking	Richard Walker	18

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| 8. On-Street Financial Report
The report sets out the financial position of the Parking Partnership to the end of period 5 (August). | Lou Belgrove | 19-21 |
| 9. Annual Report 2017/18
This report provides information for members on the work of the Parking Partnership during the Financial Year 2017/18. | Richard Walker | 22 |
| 10. NEPP Terms of Reference Governance Update
This report sets out revisions to this Joint Committee's Terms of Reference. | Richard Walker | 23-29 |
| 11. Forward Plan 2018-2019
This report concerns the 2018-19 Forward Plan of meetings for the North Essex Parking Partnership. | Jonathan Baker | 30-34 |
| 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**

**21 June 2018 at 1.00pm
Grand Jury Room, Town Hall, Colchester Borough Council**

Members Present:

Councillor Richard Van Dulken (Braintree District Council)
Councillor Sam Kane (Epping Forest District Council)
Councillor Mike Lilley (Colchester Borough Council)
Councillor Fred Nicholls (Tendring District Council)
Councillor Danny Purton (Harlow District Council)

Substitutions:

Councillor Susan Barker for Councillor Howard Ryles (Uttlesford District Council)

Apologies:

Councillor Robert Mitchell (Essex County Council)

Also Present:

Michael Adamson (Parking Partnership)
Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Yogesh Bhagalia (Uttlesford District Council)
Richard Block (Colchester Borough Council)
Emma Day (Parking Partnership)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest District Council)
Paul Partridge (Braintree District Council)
Miroslav Sihelsky (Harlow Council)
Ian Taylor (Tendring District Council)
Richard Walker (Parking Partnership)

1. Appointment of Chairman

RESOLVED that Councillor Robert Mitchell (Essex County Council) be appointed Chairman of the North Essex Parking Partnership Joint Committee for the ensuing municipal year.

2. Appointment of Deputy Chairman

RESOLVED that Councillor Danny Purton (Harlow Council) be appointed Deputy Chairman of the North Essex Parking Partnership Joint Committee for the ensuing municipal year.

3. Declaration of Interests

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

4. Minutes

RESOLVED that the minutes of the On-Street and Off-Street meetings held on 22 March were confirmed as a correct record.

5. Technical Team

Trevor Degville, Parking Partnership, introduced the Technical Team report, which requested the Committee to consider traffic order scheme 10075, Audley Court, Saffron Walden, for approval and to approve a change to the NEPP Traffic Regulation Orders General Policy.

Trevor Degville provided a summary of the report, and highlighted that the Traffic Regulation Order 10075 in Audley Court, Saffron Walden would count as one of Uttlesford District Councils six schemes permitted for each partner authorities every year. Trevor Degville also informed the Committee that it is proposed the current North Essex Parking Partnership Traffic Regulation Order (TRO) General Policy be changed to incorporate any future reviews as one of the partner authority's prioritised schemes.

Trevor Degville explained to members that the second recommendation in the report, to approve amendments to Catons Lane in Saffron Walden residents permit scheme, had been amended to recommend that it be deferred until the October meeting.

The member from Uttlesford District Council supported the amendment to the recommendation to enable more time to analyse the impacts of the scheme and that she would hold further discussions with the Parish Council regarding whether a formal petition requesting a review is likely to be submitted.

RESOLVED that;

- a) Traffic Regulation Order 10075 Audley Court, Saffron Walden be approved.
- b) Amendments to Catons Lane, Saffron Walden, residents permit scheme be deferred until the October meeting.
- c) The change to the NEPP Traffic Regulation Orders General Policy to ensure that any further reviews agreed are counted as one of the relevant councils allotted prioritised proposals be agreed.

6. Proposals for funding to implement 3PR schools project

Emma Day, Parking Partnership, introduced the proposals for funding to implement 3PR schools project report. The report requests that the Committee agree to £50,000 funding to be set aside to enable the implementation of the 3PR schools project across all districts and boroughs enforced by the North Essex Parking Partnership.

Richard Walker, Parking Partnership, Group Manager, highlighted that now the partnership is financially self-sustaining, it is possible for these proposals to be looked at in full.

Emma Day explained that the report sets out the different types of packages that can be offered to schools and the criteria that will have to be met for a school to be considered. Miss Day highlighted that to date four schools have already made contact regarding the 3PR scheme, two of which had funding in place, and two which did not. The funding, as set out in the report would provide the opportunity for this to be rolled out across the districts and tackle issues that traditional parking measures cannot address.

Members of the Committee thanked the officers for the work on this. In response to a query regarding the location of the schools that had already applied, Emma Day confirmed that two were in the Colchester Borough Council area, one within the Epping Forest District Council area and one further school in the Uttlesford District Council area.

A member of the Committee suggested that the local authority and other partners be made aware when schemes may launch so that everyone is aware and that press coverage will be achieved. Emma Day confirmed that further investigative work outside the schools is required prior to the launch of a 3PR zone and discussions are underway with headteachers to arrange this. In terms of informing partners in the local area about the schemes, conversations will be held with local Parish Councils in advance of a scheme launching.

In response to a question regarding the components in the packages, Emma Day confirmed that there are two different 3PR set up packages, which cost on average £500 each. Further items can be provided at cost to schools. The report also suggests a third package for those schools which would not be feasible for full 3PR zone. In addition, Emma Day outlined that there may be future scope for sponsorship on the 3PR schemes.

RESOLVED that £50,000 funding be set aside to enable the implementation of the 3PR schools project across all Districts and Boroughs enforced by the North Essex Parking Partnership

7. Annual Governance Review and Internal Audit

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Governance Review and Internal Audit Report. The report requests the Joint Committee note the annual governance review of the North Essex Parking Partnership and review and comment on the Internal Audit report.

Hayley McGrath provided the Committee with a summary of the report and highlighted that whilst it is no longer a requirement to do so, it is good practice to review the governance arrangements and provide assurance to partner authorities on the internal control arrangements of the North Essex Parking Partnership. Hayley McGrath confirmed that internal audit review forms a significant part of this review.

Hayley McGrath also informed members that many of the systems used by the NEPP are Colchester Borough Council systems, and are therefore subject to CBC controls and review processes. Hayley McGrath confirmed that Colchester Borough Council produced an annual governance statement, which indicated an effective system of control was in operation during 2017/18.

With regards to areas of concern, Hayley McGrath stated that five level two recommendations were identified through internal audit, and all the recommendations have been accepted. A substantial level of assurance was given, highlighting that systems of internal control are adequate.

Hayley McGrath stated that for the audit of 2018/19, additional testing will be undertaken. The testing will relate to the 2018/19 Key Performance Indicators, such as parking ticket issue rates and number of cancellations, which will provide management reassurance.

Richard Walker highlighted that, in relation to a 2017/18 audit recommendation, the full 2016/17 Annual Report was to be shown to Committee members following the conclusion of the meeting and the full 2017/18 Annual report would be brought to the next meeting.

A member of the Committee questioned the reasoning behind the timeliness of reconciliation. Lou Belgrove, Parking Partnership, explained the stages behind cash collection and reconciliation for the NEPP. This was the result of a delay in the provision of some paperwork back from the contractor, which then requires NEPP management sign off. This issue has now been resolved as team leaders are now able to provide the required second sign off.

Following on from a query about input and consultation into the audit plan, Hayley McGrath suggested that she could attend a future Joint Committee or Client Officer meeting to ensure feedback is provided from Partner Authorities and not just the NEPP management or Colchester Borough Council.

RESOLVED that;

- a) The Annual Governance Review of the North Essex Parking Partnership be noted.
- b) The Joint Committee reviewed and commented on the internal audit report for the North Essex Parking Partnership.

8. Annual Review of Risk Management

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Review of Risk Management report. The report requests that the Committee endorse the Risk Management Strategy for 2018/19 and review and comment on the risk register for the North Essex Parking Partnership.

Hayley McGrath informed Committee members that risk management looks forward to see what issues may interrupt service delivery. Whilst there is no requirement to have a formal risk register, it is best practice to consider those risks going forward and to have a risk management strategy for the financial year. Hayley McGrath

highlighted that there are two types of risk, operational which is managed by the service and strategic risk which is owned by the Committee. The risk register provides reassurance that risk is being recognised and managed.

Hayley McGrath informed the Committee that appendix two contained a number of amendments following review and discussions with client officers. The highest strategic risk is the potential future financial challenges and the highest operational risks relate to the possibility of an officer or member of the public being seriously injured or an interruption in the IT service. Hayley McGrath confirmed that there are currently three risks that sit above the risk tolerance line.

A member of the Committee raised a query regarding whether the Partnership could suggest to central government that the level of parking fine be increased. This is because there has been no recent inflation uplift and, whilst the NEPP finances are in good shape, it does provide a high proportion of the income for the partnership. Richard Walker confirmed that, with the exception of the most serious contravention, parking fines had not increased since decriminalised parking started. Mr Walker stated that the Department for Transport were resolute that they would not want parking fines to change, however Scotland, Wales and London can change the charge level. It was also highlighted that in some areas receiving a parking fine is now similar to, or less than, the cost of a day's parking. Mr Walker highlighted that there are a few areas of discussion required with the DfT, including the statutory guidance that was removed.

A member of the Committee also highlighted the impact of potential changes to blue badge criteria, which could increase circulation by up to 40% and result in an increase the requirement of disabled parking spaces. Committee members acknowledged this and suggested that further information be provided when the government has formally responded about the consultation results.

In response to a query about the highest scoring strategic risk, Hayley McGrath informed the Committee that the scoring had evolved over time as a result of discussions with the Committee. The scoring of three for probability, represents a 25-50% likelihood. With regard to the impact score of five, this would equate to a financial impact of over £100,000, which could be caused by significant staff sickness, a Traffic Regulation Order judicial review or a prolonged period of bad weather.

RESOLVED that;

- a) The Risk Management Strategy for 2018/19 be endorsed
- b) The Joint Committee reviewed and commented on the risk register for the North Essex Parking Partnership

9. Finance Report (On and Off Street)

Lou Belgrove, NEPP Business Manager, introduced the Financial report, which contains both On-Street and Off-Street information. The report requests that the Committee approve the financial positions at the end of 2017/18 and note the distribution of the Off-Street Parking Reserve.

Lou Belgrove provided the Committee with a summary of the report, which detailed the On-Street and Off-Street accounts at the end of the 2017/18 financial year, and detailed Off-Street parking reserve at the end of the year and will be divided proportionally amongst the Off-Street partners.

RESOLVED that:

- a) The financial positions at the end of 2017/18 be approved.
- b) The distribution of the Off-Street parking reserve be noted.

10. NEPP Annual Report Data 2017/18

Richard Walker, NEPP Group Manager, presented the NEPP Annual Report Data 2017/18. The report requests that the Committee note the details as set out in the appendix.

Richard Walker explained that this report provides the information from the 2017/18 financial year that will be uploaded to the datashare service in connection with transparency arrangements. The report provides information on the number of Penalty Charge Notices (PCN's) issued as well as previous years' information. The data provided includes those that are outlined in statutory guidance, as well as other information which is deemed useful.

Richard Walker explained that going forward, the aim is to report information more frequently and up to date than currently provided. The NEPP provide a quarterly e-briefing which provides performance indicators. Further discussions on providing up to date data is taking place with regional partners. Richard walker also confirmed that the NEPP is working with other authorities to improve the presentation, style and content of the reports and the full Annual report will be brought to the next meeting.

In response to a question regarding the increase in tickets issued, Richard Walker highlighted that this follows successes in terms of recruitment and the number of tickets issued is within the standard deviation of what is expected.

A member of the Panel suggested that the budget surplus could be used to purchase another ParkSafe car. Lou Belgrove confirmed that the NEPP had intended to have a fleet of three ParkSafe cars, however they are not currently fully satisfied with the car in its current state and are trying to refine the process to make it more fluid and increase the number of tickets produced. It was suggested that information on the tickets issued by the ParkSafe car be split between those outside of schools and those issued as bus stops.

RESOLVED that the NEPP Annual Report data for 2017/18 be noted.

11. NEPP Operational Report

Lou Belgrove, Parking Partnership Business Manager, presented the NEPP Operational Report. The report requests that the Committee note the contents of the report.

Lou Belgrove highlighted that the report contains operational information on both the

On-Street and Off-Street elements of the North Essex Parking Partnership. This is to allow members to continue to discuss and review elements of the Off-Street account, following the closure of the Off-Street Committee. Lou Belgrove informed the Committee that the report contains details on the link between the community parking report and MiPermit.

In response from a question regarding why Harlow Council had a decrease in PCN's issued, yet all other areas had an increase, Lou Belgrove confirmed that there had been a difficulty in recruiting Civil Enforcement Officers in the west. There had also been issues with machines in the area too. Lou Belgrove confirmed that this issue was picked up in the client officer meeting in May and is being looked at.

RESOLVED that the NEPP Operational Report be noted.

12. Forward Plan 2018-19

Jonathan Baker, Democratic Services Officer, Colchester Borough Council, introduced the Forward Plan 2018-19. The report requests that the North Essex Parking Partnership Joint Committee Forward Plan for 2018-19 be noted.

Jonathan Baker informed the Committee that the next meeting of the Joint Committee would be taking place at Braintree District Council on 4 October. Members were reminded that this meeting has the approval, rejection or deferral of Traffic Regulation Orders on the agenda.

Jonathan Baker highlighted a number of items that had been raised during the meeting that the Committee requested to be included on the forward plan. This included an update on footway and obstructive parking. Richard Walker confirmed that a short report would be brought back to the October meeting outlining the immediate measures and the next steps.

Committee members also requested that the terms of reference be reviewed to bring it in line with the recent changes to the Committee including the closure of the Off-Street Committee and extension of the Partnership arrangements. Jonathan Baker suggested that this be brought back to the next meeting of the Partnership in October.

For the December meeting, Jonathan Baker informed the Committee that a residents and commuter parking report had been scheduled. The Committee also agreed that reports on the TRO policy, allocation of NEPP financial surplus and the ParkSafe car be brought to the December meeting.

With regard to the potential changes to disabled parking criteria, this would be brought to the Committee following the formal response to the consultation feedback from the Government.

RESOLVED that;

- a) An update on footway and obstructive parking and a review of the terms of reference be brought to the October Joint Committee meeting.
- b) Reports regarding the TRO Policy, Allocation of NEPP financial surplus,

- ParkSafe Car and Residents and Commuter Parking reports be brought to the December Joint Committee meeting.
- c) The North Essex Parking Partnership Joint Committee Forward Plan 2018-19 be noted.



North Essex Parking Partnership

Meeting Date: 04 October 2018
 Title: Technical Report & Traffic Order Scheme Prioritisation
 Author: Trevor Degville, NEPP Technical Manager
 Presented by: Trevor Degville

This report asks the committee to consider traffic order scheme prioritisation from the list of applications and note the traffic orders that have been installed.

1. Recommended Decision(s)

- 1.1. To consider and approve, defer or reject traffic regulation applications as listed in the report
- 1.2. To note the Traffic Orders Advertised during the 2018/19 Financial Year

2. Reasons for Recommended Decision(s)

- 2.1. To allow officers to draft traffic orders to be advertised in 2019.
- 2.2. To allow officers to inform applicants of the outcome of their proposal

3.0 Number of schemes to be chosen

- 3.1 It has previously been agreed that up to 6 schemes from each authority area may be prioritised by the Joint Committee. This does not include any permit or on street pay and display schemes as these are likely to be self-financing. However, sufficient investigation should still take place to ensure that there is support for the introduction of a resident permit scheme.
- 3.2 At the June JPC Uttlesford District Council requested that application 10075 be prioritised. This was approved by the JPC so Uttlesford District Council would normally ask for up to 5 applications to be prioritised on this occasion.

4.0 List of applications to be considered

District/Borough	Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application/Other information	JPC Recommendation (Defer/Reject/Accept)
Braintree	20131	Swan Street/Alexander Road	Sible Hedingham	Waiting restrictions	Requested by parish council to improve sight lines at junction	Request withdrawn

Braintree	20143	Cousins Yard	Sible Hedingham	Waiting restrictions	To prevent obstructive parking at access road	Request withdrawn
Braintree	20144	Whitewells Court	Witham	Resident Permit Areas	To prevent commuter parking and secure parking for residents	R
Braintree	20147	Brook Farm Close	Halstead	Waiting restriction/s	To prevent parking near driveway and improve access for emergency vehicles.	R
Braintree	20148	Blackman Way	Witham	Waiting restriction/s	Junction protection.	R
Braintree	20150	Hayhouse Road	Earls Colne	Waiting restriction/s	To prevent large vehicle access issues	A
Braintree	20151	Avenue Road-Janmead	Witham	Waiting restriction/s	Extension to current restrictions to deter non-residential parking	A
Braintree	20152	Rifle Hill	Braintree	Waiting restriction/s	Junction protection required	A
Braintree	T27608935	Pebmarsh school	Pebmarsh	School Entrance markings	School based parking issue	D
Braintree	T20446337	Easton Road	Witham	Relocation of permit bays	Changes to Station car park	A
District/Borough	Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application/Other information	JPC Recommendation (Defer/Reject/Accept)
Harlow	30045	Ryecroft	Harlow	Waiting restriction/s	Waiting restrictions	R
Harlow	30046	The Drive	Harlow	Loading restriction/s	Parking bays	R
Harlow	30053	Tunnemeade	Harlow	Waiting restriction/s	Waiting restrictions	R
Harlow	30055	Kiln Lane – Roundabout	Harlow	Waiting restriction/s	Waiting	R
Harlow	30061	Potter Street	Harlow	Waiting restriction/s	Waiting	R
Harlow	30064	Cooks Spinney	Harlow	Resident permit area/s	Permit parking	R
Harlow	30065	Elmbridge Access Road	Harlow	Waiting restriction/s	To prevent obstructive parking on the access road.	R
Harlow	30070	St Johns Walk	Harlow	Waiting restriction/s	Waiting	R
Harlow	30075	Feryngs Close/Watlington Road	Harlow	Waiting restriction/s	To prevent obstructive and dangerous parking during school drop off/ pick up times.	R

Harlow	30078	Northbrooks	Harlow	Loading restriction/s	To prevent pavement parking and obstructive parking within the turning point.	R
Harlow	30080	Greenhills	Harlow	Resident permit area/s	To introduce a resident permit scheme.	R
Harlow	30081	Rivermill	Harlow	Resident permit area/s	To remove the current resident permit scheme.	A
Harlow	30082	Watlington Road	Harlow	Waiting restriction/s	School based parking issue	R
Harlow	T22333239	Maddox Road	Harlow	Waiting restrictions	Congestion and bus route issues	A
Harlow	T243263010	Ployters Road	Harlow	Waiting restrictions	To improve sight lines	A
Harlow	T24335846	Morley Grove	Harlow	Loading and waiting restrictions	To improve emergency access	A
Harlow	T24323679	Broad Walk Service Area	Harlow	Loading and waiting and Goods Vehicles	Requests from businesses	A
Harlow	T26636985	Prentice Place Southern Way	Harlow	Waiting/limited waiting restrictions	Redevelopment of the area	A
Harlow	T26639253	Spurriers Access Road	Harlow	Waiting and loading	To allow patrolling and management of the areas	A
District/Borough	Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application/Other information	JPC Recommendation (Defer/Reject/Accept)
Colchester	40157	Layer Road	Colchester	Waiting restriction/s	To improve traffic flow of public transport and access for residents.	D
Colchester	T243938410	Nayland Road (Bluegates Place)	Colchester	Waiting restriction/s	Additional waiting restrictions requested	R
Colchester	40161	Layer de la Haye	Colchester	Waiting restriction/s	Issue with school based parking	A
Colchester	40162	Langenhoe school	Colchester	Waiting restriction/s	School based parking-adjustment to restrictions	A
Colchester	40163	Cowdray Avenue	Colchester	No stopping on grass verge	Restrictions to prevent parking on ornamental verges	A
Colchester	40164	Kind Edward Quay	Colchester	Other restriction	Waiting restrictions and permit parking	A

					to discourage ASB issues	
Colchester	T27369733	Hawkins Road	Colchester	Waiting and Business Permit	Revocation of waiting restrictions/introduction of business permits	A
Colchester	40165	High Street	Colchester	Other restriction	Various restrictions to accommodate Charter Market-temp order currently in place	A
District/Borough	Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application/Other information	JPC Recommendation (Defer/Reject/Accept)
Tendring	50122	Woodberry Way	Walton-On-The-Naze	Waiting restriction/s	To remove the current single yellow line.	D
Tendring	50123	Hill Road	Harwich	Waiting restriction/s	To prevent obstructive/dangerous parking.	D
Tendring	50125	Connaught Gardens	Clacton-On-Sea	Waiting restriction/s	Junction protection.	D
Tendring	50127	Main Road	Harwich	Waiting restriction/s	To prevent vehicles parking in front of driveways.	D
Tendring	50129	Holland Road	Clacton-On-Sea	Waiting restriction/s	To make it safer for pedestrians to cross the road.	D
Tendring	50130	Queensway	Lawford	Resident permit area/s	Commuter parking has led to poor access and road safety.	A
Tendring	50133	Raven's Academy	Clacton-On-Sea	School Entrance markings	To improve safety around the school.	A
Tendring	50134	Melbourne Road, Whitehall Academy	Clacton-On-Sea	Loading restriction/s	To prevent disabled badge holders from parking on the double yellow lines and improve safety/line of sight outside of school.	A (paid for)
Tendring	50135	Oxford Crescent	Clacton-On-Sea	Waiting restriction/s	To reduce waiting restriction.	R
Tendring	50137	Cann Hall Academy	Clacton-On-Sea	Bus stop/s	To prevent inappropriate parking and free entrance to school.	A
Tendring	T24589144	Oxford Road	Clacton	Waiting restriction/s	To aid larger vehicle access	R
Tendring	T245516111	York Road	Holland-On-Sea	Waiting restriction/s	To aid larger vehicle access	D
Tendring	T22644402	Madeira Road	Holland-On-Sea	Waiting restriction/s	Issue with parking close to a PO	D
Tendring	T15446439	Old Ipswich Road	Ardleigh	Waiting restriction/s	To improve access issues	A

Tendring	50141	Brook Street	Great Bromley	Waiting restriction/s	Parking on a bend	A
Tendring	50142	School Road	Elmstead Market	Waiting restriction/s	School based parking issue	A (paid for)
Tendring	50143	Bromley Road	Elmstead Market	Waiting restriction/s	Parking on a bend	A
Tendring	T25699402	Newgate Street	Walton on the Naze	Resident permit area/s	Issue with non-residential parking	D
Tendring	50145	Chapman Road	Clacton on Sea	Resident permit area/s	Issue with commuter parking close to station	A
District/Borough	Ref No	Name of Scheme	Town	Type of Restriction	Brief Reason for Application/Other information	JPC Recommendation (Defer/Reject/Accept)
Epping Forest	60005	Rodings Garden	Loughton	Waiting restriction/s	Waiting Restrictions	D
Epping Forest	60007	Fairmeads	Loughton	Waiting restriction/s	Waiting Restrictions	D
Epping Forest	60019	Willow Tree Close	Abridge	Waiting restriction/s	Waiting Restrictions	D
Epping Forest	60022	Green Walk	Ongar	Waiting restriction/s	Waiting Restrictions	D
Epping Forest	60023	Purlieu Way/Theydon Park	Theydon Bois	Waiting restriction/s	Waiting Restrictions/Residents Parking	D
Epping Forest	60025	Pike Way	North Weald	Waiting restriction/s	Waiting Restrictions	D
Epping Forest	60030	The Uplands	Loughton	Resident Permit	Resident permit parking	A
Epping Forest	60031	Hartland Road	Epping	Waiting restriction/s	Waiting Restrictions	D
Epping Forest	60044	Coppice Row	Theydon Bois	Other restriction	Commuter Parking	D
Epping Forest	60047	Hemnal Street	Epping	Resident permit area/s	Resident permit parking/ Limited waiting	D
Epping Forest	60058	Crownfield	Lower Nazeing	Resident permit area/s	Commuter restrictions/ Resident permit parking	D
Epping Forest	60059	Ladywell Prospect	Sheering	Waiting restriction/s	Waiting Restriction	D
Epping Forest	60060	Church Mead	Roydon	Waiting restriction/s	Waiting Restriction	D
Epping Forest	60062	High Gables	Loughton	Resident permit area/s	Resident permit parking	D
Epping Forest	60063	Forest Drive	Theydon Bois	Other restriction	Pavement Parking	D
Epping Forest	60068	Glebe Road	Ongar	Waiting restriction/s	Waiting restriction	D

Epping Forest	60073	The Drive	Loughton	Waiting restriction/s	Conversion of SYL to DYL near Morrisons	D
Epping Forest	60073.5	Whitehills Road	Loughton	Waiting restriction/s	Waiting restrictions on bend near to school	A
Epping Forest	60074	Bridge Hill	Epping	Waiting restriction/s	Extension of waiting restrictions	D
Epping Forest	60082	Eastbrook Road	Waltham Abbey	Resident permit area/s	Resident parking	D
Epping Forest	60088	Cleland Path	Loughton	Waiting restriction/s	Waiting restrictions-junction/ pavement parking	D
Epping Forest	60089	Blackmore Road	Buckhurst Hill	Waiting restriction/s	Waiting restrictions-junction parking	A
Epping Forest	60090	High Street (St Martins Mews)	Ongar	Permit restriction	Adjustment of parking bay	D
Epping Forest	60091	Theydon Grove	Epping	Resident permit area/s	Extension to residents parking bays	D
Epping Forest	60095	Hanbury Park estate	Chigwell	Waiting restriction/s	Waiting restrictions	D
Epping Forest	60101	Lower Road	Loughton	Resident permit area/s	Res parking-waiting restrictions	D
Epping Forest	60102	Green Glade	Theydon Bois	Resident permit area/s	Addition to permit parking area	D
Epping Forest	60103	Station Road	North Weald	Waiting restriction/s	Waiting restrictions	D
Epping Forest	60104	Sheering Lower Road	Sheering	Resident permit area/s	Residents parking	D
Epping Forest	60107	Church Hill	Epping	Waiting restriction/s	Change of restriction	D
Epping Forest	60111	Sheering Lower Road	Ash Grove	Waiting restriction/s	Extension of commuter restriction	D
Epping Forest	60113	Traps Hill (doctors surgery)	Loughton	Waiting restriction/s	Junction/ entrance protection	D
Epping Forest	60114	Gould Close	Moreton	Waiting restriction/s	Restriction lines	D
Epping Forest	60115	Hillyfields, The Croft	Loughton	Waiting restriction/s	Junction protection	D
Epping Forest	60117	Pyrles Lane	Loughton	Waiting restriction/s	Waiting restrictions	D
Epping Forest	60118	Broomstick Hall Lane	Waltham Abbey	School Entrance markings	School restrictions	D
Epping Forest	60122	Greenfields Close	Loughton	Waiting restriction/s	Waiting restrictions	D
Epping Forest	60131	Cloverly Road	Ongar	Waiting restriction/s	Junction protection.	D
Epping Forest	60143	Lavender Mews	Ongar	Waiting restriction/s	To improve access to Lavender Mews.	D
Epping Forest	60146	Church Hill	Loughton	Limited waiting bay/s	To prevent all day parking from local residents which is	A

					affecting the trade of local businesses.	
Epping Forest	60147	St Johns Road/ Church Hill	Loughton	Waiting restriction/s	To improve safety by extending the current double yellow lines to cover a blind bend.	D
Epping Forest	60150	Centre Drive	Epping	Waiting restriction/s	To reduce the restrictive hours of the SYL, to enable residential parking and still deter commuter parking.	D
Epping Forest	60152	Hemnall Street	Epping	Waiting restriction/s	To improve line of sight when exiting junction on the Hemnall Street.	D
Epping Forest	60157	Garnon Mead	Coopersale	Waiting restriction/s	To introduce junction protection.	D
Epping Forest	60168	Old Shire Lane	Waltham Abbey	Waiting restriction/s	To prevent vehicles from obstructing access to Old Shire Lane Nature Reserve.	D
Epping Forest	60161	Sewardstone Road	Waltham Abbey	Waiting restriction/s	Parked vehicles causing problems for pedestrians and wheelchair users. Traffic flow issues and concerns about safety at the fire station	D
Epping Forest	60162	Amberley Road	Buckhurst Hill	Waiting restriction/s	To extend the current double yellow lines	D
Epping Forest	60163	Beech Lane	Buckhurst Hill	Waiting restriction/s	Various issues but parking on a bend would be the only one NEPP can counter against	D
Epping Forest	60165	Blackacre Road	Theydon Bois	Waiting restriction/s	To prevent commuter parking	A
Epping Forest	60166	Hill Road	Theydon Bois	Waiting restriction/s	To prevent commuter parking	A
Epping Forest	60167	The Windsors	Buckhurst Hill	Pay and display and waiting restrictions	To prevent school based parking and manage parking in appropriate places	A
Epping Forest	60170	Palace Gardens	Buckhurst Hill	Resident permit area	To deter commuter parking	A
Epping Forest	60171	Epping New Road	Buckhurst Hill	Waiting restriction/s	To deter pavement parking	A
Epping Forest	60172	Abridge Road and other areas in Theydon Bois	Abridge-Theydon Bois	Clearways/resident permit/paid parking	To deter commuter parking-TTRO needs to be made permanent and additional permit and pay and display areas	A

Epping Forest	60173	Merlin Way	North Weald	Clearway	To deter HGV parking overnight	D
Epping Forest	60174	Stewards Green Road/Close	Epping	Resident permit area	To deter commuter parking	A
Epping Forest	T19701889	Bansons Way	Ongar	Resident permit area	Relaxation of times & days of scheme	D
Epping Forest	T13403236	Nursery Road/Connaught Avenue and Shaftesbury Road	Loughton	Multiple restrictions	Deter/control commuter parking, pay by phone bays & yellow lines on junctions	A
Epping Forest	T24426359	Stag Lane	Buckhurst Hill	Resident permit area/s	To prevent commuter parking and footway parking.	A
Epping Forest	T30384061	Sparelease Hill	Loughton	Pay and display and waiting restriction/s	To prevent commuter parking and provide parking where appropriate	A

4.2 Applications for schemes in the Uttlesford District Council area will appear in a supplementary agenda.

5. Traffic Orders Advertised 2018/19 Financial Year

District/Borough	Ref No	Name of Scheme	Town	Type of Restriction	Current Status
Uttlesford	10061	Chapel Hill	Stansted Mountfitchet	Resident Permit	Operational
Uttlesford	10065	Chaters Hill	Saffron Walden	Waiting Restrictions	Operational
Uttlesford	10067	Priors Green	Takeley	Waiting Restrictions	Operational
Uttlesford	10068	East Street	Saffron Walden	Resident permit	Operational
Uttlesford	10069	Church Street	Newport	Waiting Restrictions	Operational
Uttlesford	10071	Common Hill West	Saffron Walden	Resident Permit	Operational
Braintree	20138	Elizabeth Avenue	Braintree	Waiting restrictions	Withdrawn
Braintree	20145	Warley Close	Braintree	Waiting restrictions	Operational
Braintree	20146	Notley Green	Great Notley	Multiple restrictions	Operational
Harlow	30056	Parndon Mill Lane	Harlow	Waiting restriction	Operational
Harlow	30073	Pardon Wood Road	Harlow	Waiting/loading	Operational
Harlow	30067	South Road	Harlow	Waiting restrictions	To be re-advertised

Harlow	30066	Water Lane	Harlow	Limited waiting	Operational
Colchester	40118	Boxted Road	Colchester	Permit/waiting	Operational
Colchester	40146	High Street	Dedham	Limited waiting	Operational
Colchester	40139	Mill Lane	Colchester	Waiting restrictions	Operational
Tendring	50017	Waterside	Brightlingsea	Waiting/limited waiting	Operational
Tendring	50124	Marlowe Road	Jaywick	Waiting restrictions	Operational
Tendring	50128	Preston Road/Salisbury Avenue	Holland on Sea	Waiting/limited waiting	Operational
Tendring	50130	Holland Road	Holland on Sea	Loading restrictions	Operational
Tendring	50132	Garden Road	Frinton on Sea	Disabled Badge Holders/Limited waiting	Operational
Tendring	50136	Hadleigh Road	Clacton on Sea	School restrictions	Operational
Epping Forest	60000	Algers Mead	Loughton	Permit	Operational
Epping Forest	60049	Lower Swaines	Epping	Waiting restrictions	Operational
Epping Forest	60056	Stradbroke Grove/The Meadway	Buckhurst Hill	Waiting restrictions	Operational
Epping Forest	60061	Smarts Lane/Forest Road/High Beech Road	Loughton	Permit parking	Objections being considered
Epping Forest	60085	Albion Hill	Loughton	Waiting restrictions	Operational
Epping Forest	60138	Stonards Hill	Epping	Waiting	Operational
Epping Forest	60145	Milton Street	Waltham Abbey	Permit Parking	Operational
Epping Forest	60149	Market Place	Abridge	Permit parking	Withdrawn due to objections
Epping Forest	60151	Ivy Chimneys	Epping	Permit parking	Withdrawn due to objections
Epping Forest	60155	Cleall Avenue	Waltham Abbey	Waiting restrictions	Operational

6.0 Catons Lane Review Request

6.1 This request was considered at the JPC on 21 June 2018. At the time of writing no further information has been received.



North Essex Parking Partnership

Meeting Date: October 2018
Title: Obstructive Parking Update Report
Author: Richard Walker, Group Manager
Presented by: Richard Walker

This report provides an update of progress on the discussion around Obstructive Parking

1. Recommended Decision(s)

1.1. To note the progress in acquiring shared powers for tackling Obstructive Parking.

2. Reasons for Recommended Decision(s)

2.1. For information.

3. Obstructive Parking

3.1. The discussion about Obstructive Parking has been moving forward on two separate fronts:

1. Community Safety Accreditation

- (a) Essex County Council and Essex Police have held discussions about adding powers to deal with Obstructive Parking to the list of offences for which the Parking Officer can impose a fine under the Community Safety Accreditation Scheme (CSAS).
- (b) This approach could share Police powers with the local authority's accredited officers to enable the issue of a fine. The Home Office is reported to be reviewing the scheme which may enable this power. Fine income from this scheme would go to the Treasury.

2. Decriminalisation and sharing powers with the local authority

- (a) Beside a Private Members Bill, a number of pressure groups and stakeholders have been encouraging the Department for Transport (DfT) to consider passing to local authorities shared powers to tackle Obstructive Parking. NEPP has volunteered to be part of a DfT interest group.
- (b) If powers were passed to the authority under the Civil Parking Enforcement Scheme the system could operate in the same way as the existing parking patrols.



North Essex Parking Partnership

Meeting Date: 4th October 2018
Title: On-Street Financial Report
Author: Lou Belgrove, NEPP Business Manager
Presented by: Lou Belgrove, Richard Walker

The report sets out the financial position of the Parking Partnership to the end of period 5 (August).

1. Decision(s) Required

- 1.1. To note the financial position to the end of period 5 of 2018/19.

2. Reasons for Decision(s)

- 2.1. For good governance, to ensure the future running of the service, and that NEPP on-street funds are spent or retained in line with its priorities and goals set out in the Development Plan.

3. Alternative Options

- 3.1. Legislation dictates that on-street funds are ring-fenced in accordance with s.55 of the Road Traffic Regulation Act 1984 (as amended).

4. Supporting Information

- 4.1. 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.
- 4.2. The on-street operation returned a surplus of £222,000 in the financial year 2017/18 and this has been transferred to the Civil Parking Reserve.

5. Income

- 5.1. The income collected from Penalty Charge Notices (PCNs) and Pay and Display areas remains on track at present.
- 5.2. Officers will monitor PCN budget and income in light of seasonal weather changes and adjust and report accordingly.
- 5.3. Income from resident parking is currently forecasting slightly over budget. It is important that this area continues to cover its costs and with several large schemes being implemented in the latter part of the year, officers are confident it will do so.
- 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 Business Unit and Civil Enforcement Officer (CEO) vacancies.
- 6.2. Supplies and Services now includes in-year allocation of £108k to fund the previously agreed Mapping project.

7. Financial Implications

- 7.1. The current on-street reserve is sitting at approx. £1m. The surplus element of the reserve is approximately £250k with a large proportion of this being earmarked for 3PR and the mapping project (as previously agreed).
- 7.2. Overall financial performance currently suggests an outcome of a small surplus allowing the mapping project to be covered in-year. In order to show good financial management, officers will give consideration to new projects for surplus investment in addition to the projects in the development plan. If not spent, funds will remain in the reserve.
- 7.3. Consideration has to be given to the Future Works Plan to ensure the funding is available in the reserve to support this for the upcoming year. £210k needs to be available to cover the TRO maintenance and new schemes per year.

8. Standard References

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

Appendix A – On-Street account to end P5

Period 5 - August 2018	A	B	C	D	E	F	G
	2017/2018	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019
<i>Provisional Outturn</i>	Actual to date	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance
On-street Account							
<u>Direct costs</u>		to date				out-turn	
Expenditure							
Employee costs:							
Management	73	28	28	0	67	68	0
CEOs & Supervision	1,148	492	538	(46)	1,221	1,290	(68)
Back Office	341	135	148	(13)	326	355	(28)
TRO's	127	53	42	11	131	101	30
Premises / TRO Maintenance costs	190	40	19	21	85	38	47
Transport costs (running costs)	39	13	13	0	32	31	1
Supplies & Services	359	202	171	31	547	411	135
Third Party Payments	45	(2)	18	(20)	24	44	(20)
	2,322	962	977	(16)	2,435	2,337	97
Income							
Penalty Charges (PCNs)	(1,900)	(621)*	(615)	(6)	(1,852)	(1,844)	(8)
Parking Permits/Season Tickets	(660)	(271)	(222)	(49)	(685)	(534)	(151)
Parking Charges (P&D etc)	(310)	(117)	(95)	(22)	(310)	(227)	(83)
Other income	(97)	(22)	0	(22)	(85)	0	(85)
	(2,967)	(1,032)	(932)	(99)	(2,932)	(2,605)	(327)
<u>Total Direct Costs</u>	(645)	(70)	45	(115)	(497)	(268)	(230)
<u>Total Non-direct Costs</u>	423	454	454	0	454	454	0
Sub total	(222)	384	499	(115)	(43)	186	(230)
					out turn		



North Essex Parking Partnership

Meeting Date: October 2018
Title: Annual Report 2017/18
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 2017/18.

1. Recommended Decision(s)

- 1.1. To note the NEPP Annual Report 2017/18, which will be presented to the Panel at the Joint Committee meeting.
- 1.2. To note the move to produce improved and more timely information for future publications.

2. Reasons for Recommended Decision(s)

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

3. Annual Report

- 3.1. The required statistical information was published at the NEPP Joint Committee Annual Meeting in June 2018.
- 3.2. The Annual Report will be published the NEPP website at this location - <http://www1.parkingpartnership.org/north/annualreports>
- 3.3. It is recommended that a new approach is taken in future Annual Reports with these being completed in four parts throughout the year. This way the content can be more current and the operation more transparent, with less of a lag in providing information.
- 3.4. The details of the current Operational Reports will form the basis for this new approach, published on the website and distributed to Members through the existing e-Briefing channel on a quarterly basis.
- 3.5. The Annual Report is published on the NEPP Website, at the following link:



North Essex Parking Partnership

Meeting Date: October 2018
Title: NEPP Terms of Reference Governance Update
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker, Jonathan Baker

This report sets out revisions to this Joint Committee's Terms of Reference.

1. Recommended Decision(s)

- 1.1. To agree the update Terms of Reference for the Joint Committee for the North Essex Parking Partnership.

2. Reasons for Recommended Decision(s)

- 2.1. For good Governance.

3. Alternative Options

- 3.1 None

4. Supporting Information

- 4.1. A full copy of the revised text is included as an Appendix

5. Background Information

- 5.1. Changes to the Agreement term and other minor amendments have been reflected in the proposals.

6. Standard References

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

Proposed (Revised) Text (changes shown in bold)	Previous Text (deletions shown in bold)	Revision Notes
<p>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, with an initial period of seven years and an extension of four years covering the period up to March 31st 2022.</p>	<p>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.</p>	<p>Amended to update text in accordance with current Agreement Term</p>
<p>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 (Conduct and Liability).</p>	<p>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.</p>	<p>Clarification of the purpose of the paragraph</p>
<p>Sub committees may be established. A sub-committee will operate under the same terms of reference.</p>	<p>Sub committees may be established. A sub-committee will operate under the same terms of reference.</p>	
<p>The Joint Committee will be responsible for all the functions entailed in providing a joint parking service including those for:</p> <ul style="list-style-type: none"> • 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) 	<p>The Joint Committee will be responsible for all the functions entailed in providing a joint parking service including those for:</p> <ul style="list-style-type: none"> • 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) 	<p>Removal of redundant text relating to car parks (removes defunct Sub Committee)</p>

Proposed (Revised) Text (changes shown in bold)	Previous Text (deletions shown in bold)	Revision Notes
	<p>The following are excluded from the Joint Service (these functions will be retained by the individual Partner Authorities):</p> <ul style="list-style-type: none"> • 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 	<p>Removal of redundant text relating to car parks (removes defunct Sub Committee).</p> <p>These details are contained in new separate Service Level Agreements.</p>
<p>The Joint Committee has the following specific responsibilities:</p> <ul style="list-style-type: none"> • 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 	<p>The Joint Committee has the following specific responsibilities:</p> <ul style="list-style-type: none"> • 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 	
<p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> • 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. 	<p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> • 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. 	

Proposed (Revised) Text (changes shown in bold)	Previous Text (deletions shown in bold)	Revision Notes
<u>Committee Operating Arrangements</u>	<u>Committee Operating Arrangements</u>	
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> As set out in Paragraph 19 of the Agreement, the Committee will be quorate where four Members are present. 	<ul style="list-style-type: none"> <i>(text not present in former version)</i> 	Additional text to explain quorum
<u>Service Delivery</u>	<u>Service Delivery</u>	
<ul style="list-style-type: none"> Debating and deciding Providing guidance and support to Officers as required to facilitate effective service delivery. 	<ul style="list-style-type: none"> Debating and deciding Providing guidance and support to Officers as required to facilitate effective service delivery. 	
<u>Monitoring</u>	<u>Monitoring</u>	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	

Proposed (Revised) Text (changes shown in bold)	Previous Text (deletions shown in bold)	Revision Notes
<u>Decision-making</u>	<u>Decision-making</u>	
<p>Carrying out the specific responsibilities listed in the Agreement, for</p> <ul style="list-style-type: none"> • 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. <p>(Note: the Committee will not have responsibility for purely operational decisions such as Staffing.)</p>	<p>Carrying out the specific responsibilities listed in the Agreement, for :</p> <ul style="list-style-type: none"> • 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. <p>(Note: the Committee will not have responsibility for purely operational decisions such as Staffing.)</p>	
<u>Accountability & Governance</u>	<u>Accountability & Governance</u>	
<ul style="list-style-type: none"> • 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 • Collection of income and accounting • Responding to the outcome of internal and external Audits 	<ul style="list-style-type: none"> • 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 • <i>(text not present in former version)</i> • Responding to the outcome of internal and external Audits 	<p>Additional text for governance for collection and accounting</p>

Appendix

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, with an initial period of seven years and an extension of four years covering the period up to March 31st 2022.

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 (Conduct and Liability).

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)

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.
- As set out in Paragraph 19 of the Agreement, the Committee will be quorate where four Members are present.

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
- Collection of income and accounting
- Responding to the outcome of internal and external Audits



North Essex Parking Partnership

Meeting Date:	October 2018
Title:	Forward Plan 2018-2019
Author:	Jonathan Baker – Democratic Services, Colchester Borough Council
Presented by:	Jonathan Baker – Democratic Services, Colchester Borough Council

This report concerns the 2018-19 Forward Plan of meetings for the North Essex Parking Partnership.

1. Recommended Decision(s)

- 1.1 To note the North Essex Parking Partnership 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.

3. Supporting Information

- 3.1 The Forward Plan is reviewed regularly to provide an update on those items that need to be included on future agendas and incorporate requests from Joint Committee members on issues that they wish to be discussed.
- 3.2 As mentioned in the report for the NEPP's Annual Report, it is proposed that going forward, information included in the Annual Report will now be published four times per year. This will provide information similar to the Operational Report and ensure that more up to date information is publicly available. It is therefore proposed that the Operational Reports that were scheduled on the NEPP agenda would now be removed from the forward work programme. In its place performance monitoring reports would be scheduled.
- 3.3 Following discussions with Client Officers, it is proposed that Off-Street Service updates will be withdrawn from the forward plan. Instead service updates will be provided to each of the authority directly.

**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)	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)
			3PR Overview and Costs	Richard Walker (PP)
			NEPP Technical Team Update	Trevor Degville (PP)
			NEPP Financial Update	Lou Belgrove (Parking Partnership)/Richard Walker (PP)
			North Essex Parking Partnership Operational Report	Lou Belgrove (PP)
			NEPP Annual Report Data for 2017/18	Richard Walker (PP)
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	Forward Plan 18/19	Jonathan Baker (CBC)
			Technical Report & Traffic Order Scheme Prioritisation	Trevor Degville/Shane Taylor (PP)
			Obstructive Parking Update	Richard Walker (PP)
			On-Street Financial Report	Richard Walker/ Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			NEPP Terms of Reference Governance Update	Richard Walker (PP)
Forward Plan 18/19	Jonathan Baker (CBC)			

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking	22 November 2018, S17, Rowan House, Sheep Road, Colchester.	13 December 2018 1.00pm Tendring District Council	Traffic Regulation Order Policy Allocation of NEPP Financial Surplus Parksafe Car Residents and Commuter Parking On-Street Budget Update Forward Plan 18/19 & 19/20 Dates	Richard Walker (PP) Richard Walker/Lou Belgrove (PP) Richard Walker/Lou Belgrove (PP) Richard Walker (PP) Richard Walker/Lou Belgrove (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 Forward Plan 18/19	Trevor Degville/Shane Taylor (PP) Lou Belgrove (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 Forward Plan 19/20	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) Jonathan Baker (CBC)

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