



# North Essex Parking Partnership

## Joint Committee On-Street Parking

Online meeting, hosted on Zoom  
and livestreamed on YouTube

**1 October 2020 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.

## Information for Members of the Public

### Access to information and meetings

- You have the right to observe meetings of the Joint Committee, including those which may be conducted online such as by live audio or video broadcast / webcast. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published. Dates of the Joint Committee's future meetings are available here: <http://www1.parkingpartnership.org/north/committee>.
- Occasionally certain issues, for instance commercially sensitive information or details concerning an individual, must be considered in private. When this is the case an announcement will be made, the live broadcast will end, and the meeting will be moved to consider the matter in private.

### Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. For online meetings of the Joint Committee, a written contribution to each meeting of no longer than 500 words may be made by each person which should be submitted via the form accessed by this link, before noon on the working day before the meeting date: [North Essex Parking Partnership Have Your Say!](#)
- If you would like instead to speak to the Committee meeting in person (for up to three minutes) and to know more about the Have Your Say! arrangements for the Parking Partnership's Joint Committee, please email: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

## 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 1 October 2020. Meeting held on Zoom  
Livestreamed on YouTube

**Agenda**

**Attendees**

**Executive Members:-**

Cllr Nigel Avey (Epping Forest)  
Cllr Michael Danvers (Harlow)  
Cllr Deryk Eke (Uttlesford)  
Cllr Mike Lilley (Colchester)  
Cllr Robert Mitchell (Essex)  
Cllr Richard van Dulken (Braintree)  
Cllr Michael Talbot (Tendring)

**Officers:-**

Lou Belgrove (Parking Partnership)  
Liz Burr (Essex County Council)  
Trevor Degville (Parking Partnership)  
Rory Doyle (Colchester)  
Qasim Durrani (Epping Forest)  
Owen Howell (Colchester)  
Linda Howells (Uttlesford)  
Samir Pandya (Braintree)  
Miroslav Sihelsky (Harlow)  
Shane Taylor (Parking Partnership)  
Ian Taylor (Tendring)  
Alexandra Tuthill (Colchester)  
James Warwick (Epping Forest)  
Richard Walker (Parking Partnership)

	<b>Introduced by</b>	<b>Page</b>
<b>1. Welcome &amp; Introductions</b>		
<b>2. Apologies and Substitutions</b>		
<b>3. Declarations of Interest</b>		
The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
<b>4. Have Your Say</b>		
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.		
<b>5. Minutes</b>		<b>7-16</b>
To approve as a correct record the draft minutes of the Joint Committee meeting held on 25 June 2020.		

*Continues overleaf*

## North Essex Parking Partnership

- |   |                        |              |
|---|------------------------|--------------|
| <b>6. Technical Report &amp; Traffic Order Scheme Prioritisation</b><br>The report asks the Committee to consider traffic order scheme prioritization from the list of applications and note the traffic orders that have been installed. Committee is also asked to approve a delegation of power to officers. | <b>Trevor Degville</b> | <b>17-28</b> |
| <b>7. Finance Report – End of P5</b><br>This report sets out the financial position as at the end of P5 (August).   | <b>Richard Walker</b>  | <b>29-32</b> |
| <b>8. NEPP Annual Report Data for 2019/20</b><br>This report sets out the data required to be published as part of transparency requirements. A full report is available online.  | <b>Richard Walker</b>  | <b>33-34</b> |
| <b>9. Obstructive and Footway Parking Update</b><br>The report asks the Committee to note the Footway Parking Consultation being undertaken by Government.  | <b>Richard Walker</b>  | <b>35-40</b> |
| <b>10. Forward Plan 2020-21</b><br>To note the North Essex Parking Partnership Forward Plan for 2020-21.  | <b>Owen Howell</b>     | <b>41-44</b> |

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

**25 June 2020 at 1.00pm**

**Online meeting, held on Zoom and broadcast via the  
YouTube channel of Colchester Borough Council.**

**Members Present:**

Councillor Nigel Avey (Epping Forest District Council)  
Councillor Michael Danvers (Harlow District Council)  
Councillor Richard Van Dulken (Braintree District Council)  
Councillor Deryk Eke (Uttlesford District Council)  
Councillor Mike Lilley (Colchester Borough Council)  
Councillor Robert Mitchell (Essex County Council) (Chairman)  
Councillor Michael Talbot (Tendring District Council)

**Substitutions:**

None.

**Apologies:**

None.

**Also Present:**

Richard Walker (Parking Partnership)  
Lou Belgrove (Parking Partnership)  
Jason Butcher (Parking Partnership)  
Liz Burr (Essex County Council)  
Rory Doyle (Colchester Borough Council)  
Qasim Durrani (Epping Forest District Council)  
Jake England (Parking Partnership)  
Linda Howells (Uttlesford District Council)  
Hayley McGrath (Colchester Borough Council)  
Samir Pandya (Braintree District Council)  
Miroslav Sihelsky (Harlow Council)  
Ian Taylor (Tendring District Council)  
James Warwick (Epping Forest District Council)

## **60. Election 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.

## **61. Election of Deputy Chairman**

*RESOLVED* that Councillor Mike Lilley (Colchester Borough Council) be appointed Deputy Chairman of the North Essex Parking Partnership Joint Committee for the ensuing municipal year.

## **62. Minutes**

Councillor Eke queried the wording of the first and penultimate paragraphs of page three. Where the first paragraph stated that 'officers showed that payback would be possible from bids one and two,' Councillor Eke explained that he had made those comments. Regarding the penultimate paragraph, Councillor Eke challenged the statement that there was an understanding that additional work would then be carried out to provide additional details required.

The Chairman gave his view that the minutes represented a reasonable precis of the responses given to questions and discussion at the meeting. Richard Walker, Group Manager, clarified that the penultimate paragraph related to questions as to what payback certain proposed schemes would generate. Councillor Eke asked for his disagreement with the penultimate paragraph of page three to be put on record, specifically that he recalled no request for additional information relating to schemes seeking funding from Partnership reserves.

It was pointed out that a decision (as to whether to agree to the Partnership taking on responsibility for discretionary disabled parking bays) had been deferred to the Joint Parking Committee's March meeting, which had been cancelled due to the Covid-19 situation. A trial had also been agreed to test the efficacy of combining this work with that of the Partnership. The Group Manager explained that this work had been overtaken by the work necessary to respond to, and recover from, the effects of the pandemic and the subsequent lock down. The Chairman requested that this be provisionally scheduled for the following meeting of the Joint Parking Committee (JPC), should there be any work done on this and a report be possible on the subject at that meeting.

*RESOLVED* that the minutes of the Joint Committee meeting held on 9 January 2020 were confirmed as a correct record.

## **63. Annual Governance Review and Internal Audit**

Hayley McGrath, Corporate Governance Manager for Colchester Borough Council, introduced and presented the Review and outcomes from the work of Internal Audit in 2019/20. It was confirmed that all systems and processes received 'full' or 'substantial' assurance ratings. Several awards had been won by

the NEPP, including for its annual report. The Corporate Governance Manager noted that the Covid-19 work had commenced just before the end of the year, and that a review of the efficacy of the Partnership's response would be carried out to identify any potential ways to improve processes.

The Internal Audit Review was summarised, and the two recommendations covered, one of which related to cash collection and the second which related to the consideration of complaints. The NEPP had also requested an additional audit to examine the back-office processes relating to parking charge notices.

A member of the Committee requested information as to how internal audits are treated by the external auditors of Colchester Borough Council and for their views to be given to the Committee. It was explained that the external auditors for the Council had access to all internal audit reports, and the internal auditors themselves, and could conduct auditing of any areas as they saw fit. It was noted that the Council had appointed a new firm of auditors, which would bring a new approach and conduct fresh auditing of the NEPP.

The Group Manager answered questions relating to the Partnership's policies, explaining that parking policies are brought to the Joint Parking Committee for updating, and that these would be brought to future meetings for approval, over successive meetings.

A member of the Committee expressed surprise that an issue concerning the payment of collected income to an incorrect local authority had not been mentioned. The Group Manager explained that this had been an issue relating to the collection and distribution of income relating to off-street parking by G4S, which had had errors in its payment to the local authorities in question. This had been identified as a systems failure, had been corrected and would be detailed in a review of off-street parking.

*RESOLVED* that the Committee had: -

- (a) Noted the Annual Governance Review of the North Essex Parking Partnership (NEPP), and;
- (b) Reviewed and commented on the Internal Audit report for the North Essex Parking Partnership.

#### **64. Annual Review of Risk Management Report**

Hayley McGrath, Corporate Governance Manager for Colchester Borough Council, introduced and explained the Joint Parking Committee's role in risk management and review. The Risk Management process had been signed off by both internal and external auditors, and any amendments to the Strategic Risk Register required the Committee's approval.

Three risks were recommended for removal as being insignificant as they were now seen as being part of 'business as usual.' A new risk relating to Covid-19 had been added, as this was seen as more appropriate than adding Covid-19

implications to a range of existing risks. A separate risk register relating to the virus was being worked up to record a range of risks stemming from Covid-19.

*RESOLVED* that the Joint Parking Committee: -

- (a) Endorsed the Risk Management Strategy for 2020/21; and
- (b) Agreed the Strategic Risk Register

#### **65. Finance Report – End of year, reserves and proposed budget ‘20/21**

Richard Walker, Group Manager, explained that the lockdown had resulted in a complete halt on operations by the NEPP. Members and Client Officers had been kept updated on work in progress, controls and planning efforts for the future.

Some reserves were in place, although the Covid-19 crisis had led to a worst-case scenario around three-times worse than what could have been expected under a ‘business as usual’ scenario. It was not expected that any surplus would be available for adding to the Partnership’s reserves this year, but it was expected that the existing reserves were sufficient to allow the projects previously agreed to go ahead, and to help cover the deficit caused by Covid-19.

In response to questions regarding permit prices, the Chairman reminded the Committee that these would be discussed in the following item.

The majority of the surplus income had come from pay and display schemes. The Chairman explained that there used to be a wide disparity in permit process across different areas, which had been evened-up to an extent, and that the flexibility of MiPermit has had benefits, e.g. in helping essential workers such as carers. The Committee discussed the possibilities and difficulties associated with localising different charging rates. The Group Manager noted that some areas were more conducive to enforcement operations than others, and that differentiated pricing between areas could be examined, however this would increase the cost of administrative operations at the NEPP. New data-led services were looking at ways to minimise enforcement costs and reduce pressure on the permit process. The use of digital permits had increased the system’s efficiency.

*RESOLVED* that the Joint Parking Committee: -

- (a) Noted the financial position at the end of 2019/20: –
  - from the in-year operation
  - of the current Parking Reserve position.
- (b) Approved the Parking Partnership budget for 2020/21.

#### **66. Permit Prices 2021-2022**

Richard Walker, Group Manager, welcomed the fact that the Partnership did not need to greatly increase prices, owing to the use of electronic processes to avoid

the need to send out paper permits. Only limited increases were proposed, as shown in the report. Prices for the first permit in a household were frozen, but where space is limited or an area oversubscribed, prices for additional permits were proposed to increase. The price for paper permits, such as visitor permits, was also recommended for an increase.

It was noted that all permits had been extended for three months, due to the Covid-19 situation. Resident Parking zones had not been enforced since the end of March, due to extensive working from home. The only enforcement carried out had been to ensure that emergency access is maintained.

A member of the Committee posited that any increase in tariffs would not be advisable, given the certainty that the UK was about to enter a bad recession. Second and visitor permits were widely used and the Committee member argued that the prices of these permits should not increase. The different situations regarding resident parking schemes across the different authorities were discussed and the Group Manager and Chairman summarised the problems which are mitigated by residential parking schemes. The Committee were then briefed on County Council work to improve safe transport links and alternative options to car use. The difficulties in tailoring approaches to different areas were explained.

The Committee discussed one member's recommendation that prices be left as they are and then reviewed next year. It was suggested that a price freeze could help individuals and businesses to return to normal, and that a likely increase in unemployment would make an increase in prices unpalatable. Another suggestion was for a full review of permits, including the reasons as to why each residential parking zone had been instituted, and their maintenance and enforcement.

The Chairman requested a report be circulated to Committee members on the likely effects of changes to permit prices, once it became possible to identify the effects of the Covid-19 crisis. Committee members stressed the need for central government pressure to decrease the number of cars in use, and further work by the County Council to improve and expand on alternative transport methods and infrastructure. The sensitive approach to enforcement taken by the Parking Partnership was praised.

*RESOLVED* that Residential Parking Permit prices be frozen at this time.

#### **67. NEPP Annual Report Data for 2019/20**

The Group Manager informed the Committee that travel statistics for the period up to mid-June were to be released that day and would soon be available. Data on PCN had to be left out as the reporting concentrated on alterations to service necessitated by the Covid-19 situation.

The Partnership had again been nominated for awards this year, and a video report had been produced, continuing efforts to present the NEPP's work in a more accessible style.

*RESOLVED* that the Joint Parking Committee noted the data and details provided.

#### **68. Restrictions, Junctions and ParkSafe School Zones for 3PR support**

Richard Walker, Group Manager, explained that efforts were being made to simplify the process for introducing new schemes and detailed the approach taken and the current process and problems encountered. It was proposed that a new tier four category be introduced for schemes, bypassing the annual limit of six schemes per district or borough. A member questioned how much involvement the local authorities could have in designing each scheme and avoid problems from the summary application of red line routes.

The Group Manager informed the Committee that the NEPP were looking to put in measures to augment 3PR and safety schemes. Enforcement of schemes requires two officers to attend, and with the current 41 officers in total and over 300 schools, universal coverage is impossible. Use of cameras for enforcement is therefore a major positive. The primary approach would continue to be to encourage behavioural change where possible, and to only conduct enforcement operations against those who refuse to change their actions. It was noted that Covid-19 may necessitate a greater use of staggered drop-off and collection times. The Group Manager promised to ensure that local councillors and officers are asked for input when new measures are considered.

*RESOLVED* that: -

- (a) The Parking Partnership adopt a new fourth tier category and process for 'ParkSafe' restrictions where expediency is required, beside the existing processes, set out in paragraph 3.2.
- (b) The Joint Parking Committee notes that the existing delegation set out at paragraph 5.4 allows the NEPP to and help expedite these and free up slots in the fifth tier.
- (c) The Joint Parking Committee notes the progress with the 3PR educational scheme and the process for additional support set out within the report.

#### **69. NEPP Surplus Fund – Project Progress Reports**

Richard Walker, Group Manager, estimated that the Covid-19 crisis could cost the Partnership around £500k, depending on outcomes. Officers are looking at whether there is a need to review projects and their timetables, such as the siting of school cameras. These have progressed, where possible, working closely with client officers and keeping apprised of changes in road usage patterns. The 'Road to Recovery' document [relating to the recovery from the effects of Covid-19-related behaviour changes] would be circulated to all members of the Joint Parking Committee. Jason Butcher, Parking Project Manager, explained that most client officers had indicated that they wish for their areas' projects to go ahead. Regarding the St John's Road Sport Centre project in Epping Forest, this was being examined as to whether there was still a requirement for the scheme.

Councillor Deryk Eke noted that much information had been provided by Uttlesford District Council relating to its proposals for car park extensions. Officers were asked what else would be needed before these proposals could go forward. The Group Manager apologised that the response operations to Covid-19 had taken precedence in the past months. It was confirmed that these were still works in progress and that confirmation would be given as to whether any further information would be needed for any of the projects from the partner authority of the area.

In response to questions, the Group Manager explained the situation regarding the Manor Road project in Colchester. This project would turn a small area of waste ground into resident parking and include a bay for an electric vehicle. The site was near a multi-storey carpark but would not be attached to it or used by it.

It was noted that sensor use had been slightly delayed as Section 50 [New Roads and Street Works Act 1991 (NRSWA)] works licenses would have been needed to install these into the roadway and parking bays. The County Council would now buy sensors using funds from the Parking Partnership. Issues have been resolved and Section 50 works licenses would not be needed for installation of these sensors, as they would be owned by the County Council itself. The importance of the sensors and use of data was stressed in efforts to better manage and direct parking.

*RESOLVED* that the Joint Parking Committee noted the progress reports in Appendix 1 of the report.

#### **70. NEPP Agreement - Park & Ride Report**

Richard Walker, Group Manager, noted the work already carried out with the Park and Ride scheme in Colchester, and work done to encourage different transport options, especially whilst public transport restrictions are in operation. The introduction of the MiPermit system for the Park and Ride carpark was outlined. One option under consideration by the Borough Council was to use a carpark on the edge of the Town centre for parking, with visitors then walking/cycling/scootering to the Town centre. This would be part of a raft of policies to reduce congestion. One possibility would be for the car park at the Council's Rowan House offices to be used for this purpose. The Group Manager stated that the Park and Ride partnership, including any patrols, would be expected to break even.

*RESOLVED* that the Joint Parking Committee approve the formalization of the Partnership with Park & Ride adding it into the current Agreement, for the purpose of patrolling and including MiPermit ticketing.

#### **71. NEPP beyond 2022 - Strategic Positioning Report**

Richard Walker, Group Manager, outlined the detailed discussions held with client officers as to how best to proceed with proposals for the future. The Recommended model to propose was shown at Appendix A. Permission was now sought to write to propose this model to the South Essex Parking

Partnership and Essex County Council, as detailed at 1.1 of the report. It was explained why a £300k financial buffer was proposed and noted that the parking service's deficit used to be £900k per year, prior to the formation of the Parking Partnerships. It was agreed that the current system had worked well and been a success.

It was highlighted that one of the original issues of contention for the Parking Partnership had been that any losses/deficit would be shared between the participating local authorities, although the Partnership had avoided problems relating to this as it had swiftly improved the financial position and avoided any deficit being generated. This would need to be discussed, if a new model proposed would see surplus funds transferred to the County Council.

Different options were discussed by the Committee, including the potential for returning some surplus funds to the County Council, in return for taking on other duties, as shown in Appendix A. The model shown at Appendix A was explained, and the Committee was informed that, if the model was agreed, there would be around 18 months in which the details could be worked out.

A Committee member asked whether consideration had been given to extending the Parking Partnership to cover Southern Suffolk. The Group Manager informed the Committee that he had talked to Babergh and Mid Suffolk Councils about this and had already provided consultancy services in that area, advising on the introduction of civil enforcement. Other authorities have also been talked to regarding potential ways to synergise working and ways for the NEPP to provide consultancy services.

*RESOLVED* that the Joint Parking Committee: -

- (a) Asks the County Council and SEPP to continue with the Partnership model after the current Agreement, passing a reserve a buffer of £300k formed from current Reserve and Cashflow sums into the new NEPP service.
- (b) Decided the future operating model and assignment of functions – to continue to adopt additional services, but with a more flexible arrangement to deal with any surplus.

## **72. Obstructive Parking update**

The Committee was informed that no further work had been done by the Department for Transport on the issue of obstructive parking, due to the Covid-19 crisis. It was expected that consultation data will be looked at in the Summer and considered in Autumn. The general options were summarised, including a simplified process for introducing restrictions, decriminalisation of obstructive parking (allowing civil enforcement officers to patrol) and possibly the banning of all footway parking, although this last option was not expected and could be very problematic. More information was expected for the Joint Parking Committee meeting scheduled for October 2020. It was noted that Councillor Michael

Danvers had not been part of the Committee when this issue was discussed in depth in October 2019, and officers would provide a link to the meeting minutes for him.

### **73. Forward Plan 2020-21**

The Chairman summarised the main items noted for each meeting in the Plan. It was asked whether hybrid meetings would be possible in the future, to allow for remote attendance for those who could not attend in person, whilst other members did attend in person. These provisions were not in place yet, although assurance was given that Colchester Borough Council, which provided organisational support and arranged Joint Committee meetings, would look at possible options for this.

The Joint Parking Committee expressed its thanks to the Partnership's officers for their work in responding to Covid-19 and working on recovery actions.

*RESOLVED* that the Forward Plan 2020-21 be approved.





# North Essex Parking Partnership

Meeting Date: 1 October 2020  
 Title: **Traffic Regulation Order Application Decision Report**  
 Author: Trevor Degville, Engineering Manager  
 Presented by: Trevor Degville

## 1. Decision(s) Required

- 1.1. To prioritise proposed traffic regulation order schemes from the list of applications that have been received by the North Essex Parking Partnership. These are provisionally indicated on the list as Approve. Other applications that have been received are provisionally shown as Defer or Reject.
- 1.2. Following the June JPC decisions, fourth tier applications (outside of socially necessary, such as those shown as junction protection and school entrance markings) can now be approved without being considered one of the partner authorities six choices. Resident permit schemes also do not count as one of the 6 selections.

## 2. List of applications by authority

Ref No	District/ Borough	Name of Scheme	Type of Restriction	Brief Reason for Application	Provisional JPC Decision
T7620142	Uttlesford	Woodlands Park Great Dunmow	Waiting restriction/s and extension of loading restriction	Parking on inconsiderate parts of estate	Defer
T8560459	Uttlesford	Godfrey Way Great Dunmow	Waiting restriction/s	Parking on a bend and junction causing concern to residents	Approve
T18396735	Uttlesford	Crabtrees Estate	Waiting restriction/s	Parking at entrance to estate and on junctions	Approve

<b>T18555702</b>	Uttlesford	Blythwood Gardens Stansted	Waiting restriction/s	Parking at entrance to road causing concern	Approve
<b>T12450622</b>	Uttlesford	Hill Street Saffron Walden	Waiting restriction/s	Overnight and obstructive parking causing concern	Reject
<b>T21435336</b>	Uttlesford	Highfields/Springfields Great Dunmow	Waiting restriction/s	Issues with junction parking	Approve
<b>T21459249</b>	Uttlesford	Mellish Grove/The Causeway Great Dunmow	Waiting restriction/s	Issues with junction parking and pavement parking	Approve
<b>T20446337</b>	Braintree	Easton Road Witham	Resident permit area/s	Building works which also involve nearby car park	Defer
<b>T14561362</b>	Braintree	Manor Street Braintree	Waiting restriction/s	Add to permit scheme that is in the rest of the road	Reject
<b>T267259210</b>	Braintree	Challis Lane Braintree	Waiting restriction/s	Junction protection	Approve – Alter to red lines
<b>T15357706</b>	Braintree	Market Hill Halstead	Waiting restriction/s	Reduction in single yellow line due to amendments to Market operations	Approve
<b>T23412799</b>	Braintree	Swan Street Kelvedon	Waiting restriction/s	Extension to current restriction requested	Approve
<b>T185590811</b>	Braintree	Orchard Drive Braintree	Waiting restriction/s	Extension to current restriction requested	Reject
<b>T174114475</b>	Braintree	High Street Kelvedon	Waiting restriction/s	Introduction of new restrictions and amendment of existing	Approve

<b>T153929810</b>	Braintree	Maltings View Braintree	Resident permit area/s	Problem with commuter/town centre parking	Approve
<b>T22410535</b>	Harlow	Longwood School/Barley Croft Harlow	Waiting restriction/s	Local residents parking too close to the gate causing an obstruction and preventing vehicles from entering and exiting	Approve
<b>T243509410</b>	Harlow	Mallards Rise Harlow	Waiting restriction/s	Double yellow lines between the dropped kerbs behind a disabled bay	Defer
<b>T26422261</b>	Harlow	The Rows Harlow	Loading only bay/s	Loading bay to be used by the shops on The High	Approve
<b>T27598358</b>	Harlow	Cross Street	Loading bay/s	Problem with loading for businesses	Defer
<b>T27611206</b>	Harlow	School Lane/Arbour Road Harlow	Waiting restriction/s	Parking on junction of School Lane/Arbour Mews when there are events in Town Park	Approve
<b>T27614513</b>	Harlow	Milwards Exit Road Harlow	Waiting restriction/s	Junction protection	Approve
<b>T27618946</b>	Harlow	Bynghams Access Road Harlow	Waiting restriction/s	Junction protection	Defer
<b>T27622741</b>	Harlow	Challinor Harlow	Waiting restriction/s	Junction protection	Defer
<b>T27627479</b>	Harlow	Elmbridge Harlow	Waiting restriction/s	Junction protection	Defer
<b>T27634136</b>	Harlow	Feryngs Close Harlow	Multiple restrictions	School parking affecting residents parking	Approve

<b>T22331711</b>	Harlow	Sunnyside Harlow	Waiting restriction/s	Blocked driveway access for disabled badge holder (Keep Clear now installed)	Defer
<b>T10646508</b>	Harlow	Brays Mead Harlow	Resident permit area/s	Lack of space due to non-residential parking	Defer
<b>T16638968</b>	Harlow	St Marks School Harlow	Waiting restriction/s	Concerns about road safety and complaints from bus companies	Approve
<b>T21365603</b>	Colchester	Marshino Drive Holt Crescent Colchester	Waiting restriction/s	Junction parking	Approve
<b>T29664816</b>	Colchester	Manor Road Colchester	Permit Parking	Inconsiderate parking and air quality	Reject
<b>T19379733</b>	Colchester	William Harris Way Colchester	Limited waiting bay/s	Increase the timings of the bays to assist businesses	Approve
<b>T10346847</b>	Colchester	Cunobelin Way Colchester	Limited waiting bay/s	Restrictions to prevent business parking	Reject
<b>T19381166</b>	Colchester	Osprey Close/New Farm Road/Dale Close Stanway	Waiting restriction/s	Junction protection & amendments to current restrictions	Approve
<b>T19469718</b>	Colchester	Commerce Way Colchester	Waiting restriction/s	Junction protection to promote large vehicle access	Approve
<b>T14362139</b>	Colchester	Paget Road Rowhedge	Waiting restriction/s	Junction protection	Approve
<b>T16367463</b>	Colchester	Parsons Lane Colchester	Waiting restriction/s	Relaxation of current single yellow line restriction to allow parking	Reject

<b>T15291502</b>	Colchester	Thornwood Colchester	Waiting restriction/s	Junction parking	Approve
<b>T20695309</b>	Colchester	Grange Way	Waiting restrictions	Access issues	Reject
<b>T22547828</b>	Colchester	London Road Copford	Waiting restriction/s	Change to hours of recently introduced scheme requested	Defer
<b>T22592695</b>	Colchester	Churchfields West Mersea	Waiting restriction/s	Obstructions caused by non-residents	Approve
<b>T19741980</b>	Colchester	Holly Road Stanway	Waiting restriction/s	Junction parking	Approve
<b>T104751311</b>	Colchester	Barn Hall Avenue	Waiting restriction/s	Junction parking	Approve
<b>T13819769</b>	Colchester	Camomile Way Colchester	Waiting restriction/s	Obstructions caused to access	Reject
<b>50122</b>	Tendring	Woodberry Way Walton on the Naze	Removal of seasonal restriction on part of road	Restriction not required due to problems caused to residents	Approve
<b>T15394746</b>	Tendring	Church Road/Bateman Road Brightlingsea	School Entrance Markings	School based parking issue	Approve
<b>T21429439</b>	Tendring	North Road Clacton on Sea	Replace single yellow lines with loading restrictions	Pavement parking stopping access for wheelchair users and scooters	Defer
<b>T234060311</b>	Tendring	Frinton Road Holland on Sea	Limited waiting restrictions	Convert unrestricted parking bay near car park to limited waiting to prevent all day parking	Defer

<b>T14639662</b>	Tendring	Station Road Manningtree	Waiting restriction/s	Commuter parking issues	Approve
<b>T14644039</b>	Tendring	Marine Parade/Orwell Road Harwich	Waiting restriction/s	Junction protection	Approve
<b>T20562948</b>	Tendring	Station Road Thorpe	Waiting restriction/s	Commuter parking issues	Approve
<b>T20645046</b>	Tendring	Swan Court Mistley	Waiting restriction/s	Junction protection	Approve
<b>T20650006</b>	Tendring	Station Street, New Pier Street and Vicarage Lane Walton on the Naze	Resident permit area/s	Issue with seasonal parking	Approve
<b>T20581649</b>	Tendring	Esplanade Frinton on Sea	Limited waiting bay/s	Issue with camper vans and coaches	Approve
<b>T205709910</b>	Tendring	Cliff Parade/East Terrace/Naze Park Road Walton on the Naze	Limited waiting bay/s	Issue with camper vans and coaches	Approve
<b>T17562405</b>	Tendring	South Street Manningtree	Waiting restriction/s	Narrow road, property damaged by vehicles mounting pavement to go past parked vehicles	Approve
<b>60007</b>	Epping Forest	Fairmeads Loughton	Waiting restriction/s	Double parking and access issues	Approve
<b>60019</b>	Epping Forest	Willow Tree Close Abridge	Waiting restriction/s	Traffic flow and access	Defer
<b>60022</b>	Epping Forest	Green Walk Ongar	Waiting restriction/s	Sight lines and damage to kerbs	Defer
<b>60023</b>	Epping Forest	Purlieu Way/ Theydon Park	Waiting restriction/s	Commuter parking	Defer
<b>60031</b>	Epping Forest	Hartland Road Epping	Waiting restriction/s	Waiting Restrictions	Defer
<b>60044</b>	Epping Forest	Coppice Row Theydon Bois	Multiple restriction/s	Commuter Parking	Defer

60059	Epping Forest	Ladywell Prospect Sheering	Waiting restriction/s	Sight lines on bend	Defer
60063	Epping Forest	Forest Drive Theydon Bois	Multiple restriction/s	Pavement Parking	Defer
60068	Epping Forest	Glebe Road Ongar	Waiting restriction/s	Traffic flow and damage to property	Defer
60073	Epping Forest	The Drive Loughton	Waiting restriction/s	Conversion of SYL to DYL near Supermarket	Defer
60082	Epping Forest	Eastbrook Road Waltham Abbey	Resident permit area/s	Resident parking	Defer
60088	Epping Forest	Cleland Path Loughton	Waiting restriction/s	Waiting restrictions-junction/pavement parking	Defer
60090	Epping Forest	High Street (St Martins Mews) Ongar	Limited waiting	Adjustment of parking bay	Defer
60091	Epping Forest	Theydon Grove Epping	Resident permit area/s	Extension to residents parking bays	Defer
60101	Epping Forest	Lower Road Loughton	Resident permit area/s	Resident parking-waiting restrictions	Defer
60104	Epping Forest	Sheering Lower Road Sheering	Resident permit area/s	Residents parking	Defer
60107	Epping Forest	Church Hill Epping	Waiting restriction/s	Change of restriction	Defer
60115	Epping Forest	Hillyfields, The Croft	Waiting restriction/s	Junction protection	Defer
60117	Epping Forest	Pyrls Lane Loughton	Waiting restriction/s	Traffic flow	Defer
60118	Epping Forest	Broomstick Hall Lane Waltham Abbey	School Entrance Markings	School restrictions	Defer
60122	Epping Forest	Greenfields Close Loughton	Waiting restriction/s	Waiting restrictions to assist access to property	Defer

<b>60131</b>	Epping Forest	Cloverly Road Ongar	Waiting restriction/s	Junction protection.	Defer
<b>60143</b>	Epping Forest	Lavender Mews Ongar	Waiting restriction/s	To improve access into Lavender Mews.	Defer
<b>60147</b>	Epping Forest	St Johns Road/ Church Hill Loughton	Waiting restriction/s	To improve safety by extending the current double yellow lines to cover a blind bend.	Defer
<b>60150</b>	Epping Forest	Centre Drive Epping	Waiting restriction/s	To reduce the restrictive hours of the SYL, to enable residential parking and still deter commuter parking.	Defer
<b>60152</b>	Epping Forest	Hemnall Street Epping	Waiting restriction/s	To improve line of sight when exiting junction on the Hemnall Street.	Defer
<b>60157</b>	Epping Forest	Garnon Mead Coopersale	Waiting restriction/s	To introduce junction protection.	Approve
<b>60161</b>	Epping Forest	Sewardstone Road Waltham Abbey	Waiting restrictions	Parking causing build-up of traffic and pavement parking	Defer
<b>60168</b>	Epping Forest	Old Shire Lane Waltham Abbey	Waiting restriction/s	To prevent vehicles from obstructing access to Old Shire Lane Nature Reserve.	Defer
<b>60163</b>	Epping Forest	Beech Lane Buckhurst Hill	Waiting restriction/s	Footway parking and parking on a bend	Defer
<b>T19701889</b>	Epping Forest	Bansons Way Ongar	Resident permit area/s	Relaxation of times & days of scheme	Defer

<b>60173</b>	Epping Forest	Merlin Way North Weald	Clearway/s	To deter HGV parking overnight	Defer
<b>T20354316</b>	Epping Forest	The Gables Ongar	Waiting restriction/s	Residents would like the current waiting restrictions revoked	Defer
<b>T26553803</b>	Epping Forest	Bower Hill Epping	Waiting restriction/s	Removal of waiting restrictions in some areas to allow parking and so slow down traffic speeds	Defer
<b>T23390929</b>	Epping Forest	Willow Close Buckhurst Hill	Waiting restriction/s	Junction Protection	Defer
<b>T23390705</b>	Epping Forest	Elgar Road Buckhurst Hill	Waiting restriction/s	Junction protection	Defer
<b>T23390857</b>	Epping Forest	Lower Queens Road Buckhurst Hill	Waiting restriction/s	Junction protection	Defer
<b>T23390522</b>	Epping Forest	Hornbeam Road Buckhurst Hill	Waiting restriction/s	Junction protection	Defer
<b>T23390334</b>	Epping Forest	Stradbroke Mead Buckhurst Hill	Waiting restriction/s	Junction protection	Defer
<b>T23390648</b>	Epping Forest	Oakrise Buckhurst Hill	Waiting restriction/s	Junction protection	Defer
<b>T23390965</b>	Epping Forest	Mountbatten Court Buckhurst Hill	Waiting restriction/s	Junction protection	Defer
<b>T152947810</b>	Epping Forest	Ongar Road Abridge	Waiting restriction/s	No parking, loading or unloading at any time	Reject
<b>T103023910</b>	Epping Forest	Kendal Road Epping	Resident permit area/s	The lower part of Kendal Avenue should be converted to a resident permit holders parking	Approve
<b>T17303061</b>	Epping Forest	South Place Waltham Abbey	Resident permit area/s	Request for scheme however spaces	Defer

				in EFDC car park more suitable due to lack of road space for permits	
T267051910	Epping Forest	High Street Roydon	Resident permit area/s	Parking used by commuters	Approve
T21399017	Epping Forest	Roundhills Waltham Abbey	Waiting restriction/s	Inconsiderate parking in area	Approve
T25439219	Epping Forest	Victoria Road Buckhurst Hill	Waiting restriction/s	Issues with bus access	Approve
T21369443	Epping Forest	Bury Lane Epping	School Entrance Markings	No restrictions present	Defer
T22681295	Epping Forest	Coronation Hill Epping	Waiting restriction/s	Access issues due to restrictive road width	Approve
T18382466	Epping Forest	Shelley Grove Loughton	Waiting restriction/s	Commuter parking issues	Approve
T19298873	Epping Forest	The Square/Leaden Close Loughton	Waiting restriction/s	Junction protection	Approve
T13419282	Epping Forest	Purlieu Way Theydon Bois	Waiting restriction/s	Commuter parking issues	Approve
T18943800 & T15448472	Epping Forest	Gould Close Moreton	Resident permit area/s and waiting restrictions	Non-residential parking	Approve
T15384276	Epping Forest	Fluxs Lane Epping	Waiting restriction/s	Commuter parking issues (TTRO in place)	Defer
T13488598	Epping Forest	Sidney Street Coppice Row Theydon Bois	Waiting restriction/s	Commuters and other vehicles park too close to the junction	Approve

### 3. List of Schemes Completed to date in 2020

3.1 For information, below is a list of proposals advertised in 2020 and the current status.

Reference number	District	Name of Scheme	Location	Type of Restriction	Current Work Status
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<b>T24494318</b>	Uttlesford	Chapel Hill	Stansted Mountfitchet	Change of permit hours	Operational
<b>T20684908</b>	Uttlesford	Little Walden Road	Saffron Walden	Waiting Restrictions	Advertised
<b>T26554778</b>	Uttlesford	Jordan Close	Saffron Walden	Waiting Restriction	Advertised – TTRO in place
<b>T23349447</b>	Braintree	Bellingham Place	Kelvedon	Waiting Restriction	Operational
<b>T22803076</b>	Braintree	Galleys Corner	Braintree	Waiting Restriction	Operational
<b>T24417415</b>	Braintree	The Paddocks	Witham	Waiting Restriction	Operational
<b>T27425993</b>	Braintree	Chippingdell	Witham	Waiting Restriction	Operational
<b>T22376462</b>	Braintree	Rayne Road	Braintree	Permit Parking	Operational
<b>T23452167</b>	Braintree	The Street	Hatfield Peverell	Waiting Restrictions	Operational
<b>T21598382</b>	Braintree	Skitts Hill	Braintree	Waiting Restrictions	Advertised – TTRO in place
<b>T17476262</b>	Braintree	Church Hill	Earls Colne	Waiting Restrictions	Operational
<b>T27552597</b>	Harlow	Post Office Road	Harlow	Waiting Restrictions	Operational
<b>T27569017</b>	Harlow	Maddox Road	Harlow	Waiting Restrictions	Advertised
<b>T27585482</b>	Harlow	Garden Terrace Road	Harlow	Waiting Restrictions and Limited Waiting bays	Operational 5 <sup>th</sup> October
<b>T27582245</b>	Harlow	Mill Lane	Harlow	Waiting Restrictions	Operational 5 <sup>th</sup> October
<b>T27585545</b>	Harlow	Rivermill	Harlow	Resident Permit removal or extension	Survey undertaken
<b>T20474524</b>	Harlow	Ployters Road	Harlow	Waiting Restrictions	Advertised
<b>T22383481</b>	Colchester	London Road	Colchester	Waiting Restrictions	Operational
<b>T21425492</b>	Colchester	Beech Road	Wivenhoe	Waiting Restrictions	Operational
<b>T20443951</b>	Colchester	Woodland Way	Wivenhoe	Waiting Restrictions	Operational
<b>T20559174</b>	Colchester	Guildford Road	Colchester	School Entrance Markings and waiting restrictions	Operational
<b>T21629143</b>	Colchester	Vint Crescent	Colchester	Change of permit hours	Operational
<b>T24823639</b>	Colchester	Heathfields/Spring Lane	Eight Ash Green	Waiting Restrictions	Operational
<b>T19426606</b>	Colchester	West End Road	Tiptree	Waiting Restrictions	Operational
<b>T14631233</b>	Tendring	Old Ipswich Road	Ardleigh	No Stopping Red Route	Operational
<b>T23430708</b>	Tendring	Home Farm Lane	Ardleigh	Waiting Restrictions	Operational
<b>T27491447</b>	Tendring	Rosemary Road	Clacton on Sea	Limited Waiting	Operational
<b>T22512971</b>	Tendring	St Johns Road	St Osyth	Limited Waiting	Operational
<b>T19374687</b>	Tendring	Edgefield Road	Lawford	Waiting Restrictions	Operational
<b>60065</b>	Epping Forest	Roding Gardens	Loughton	Waiting Restrictions	Operational
<b>60062</b>	Epping Forest	High Gables	Loughton	Permit Parking	Operational
<b>60074</b>	Epping Forest	Bridge Hill	Epping	Waiting Restrictions	Operational

60095	Epping Forest	Hanbury Park Estate	Chigwell	Waiting Restrictions	Operational
60162	Epping Forest	Amberley Road	Buckhurst Hill	Permit Parking	Operational in October
60171	Epping Forest	Epping New Road	Buckhurst Hill	Waiting Restrictions and permit bays	Operational in October
T23416391	Epping Forest	Church and Temple Mead	Roydon	Waiting Restrictions	Operational
T15448472	Epping Forest	Gould Close	Moreton	Waiting Restrictions	TTRO in place
T17399134	Epping Forest	West View Road	Loughton	Permit Parking	Operational
T20578791	Epping Forest	Stanley Place	Ongar	Waiting Restrictions	Operational
T22394138	Epping Forest	Scotland Road	Buckhurst Hill	Permit Parking	Operational in October
T23584331	Epping Forest	Westbury Lane	Buckhurst Hill	Change of permit hours	Operational
T29343476	Epping Forest	Staples Road	Loughton	Permit Parking	Operational
T24559422	Epping Forest	Ardmore Lane	Buckhurst Hill	Waiting Restrictions	Operational
T23416391	Epping Forest	Princes Road	Buckhurst Hill	Permit Parking	Operational
T22511133	Epping Forest	Ivy Chimneys	Epping	Permit Parking, limited waiting and waiting restrictions	Operational
T23416391 & T18740433	Epping Forest	Traps Hill and High Gables	Loughton	Waiting restrictions and pay and display bays	Operational

#### 4. Other On-street works

- 4.1 In view of the unprecedented situation caused by the virus, NEPP and other partners have put in place no stopping red routes to prevent parking in areas where it was likely that there would have been large gatherings and demand for on-street parking. These red routes have been installed on various roads in Epping Forest (Epping Forest District), Hatfield Forest (Uttlesford District) and East and West Mersea (Colchester Borough).
- 4.2 Officers have previously been given delegated authority to make enforceable any advisory school entrance markings. In the Uttlesford District the school entrance markings on Magdalen Green (Thaxted Primary) has are now covered by a TRO.

#### 5. Off-Street Works

- 5.1 The technical team has helped draft two off-street order changes for authorities in the Partnership. These are the Epping Forest District (Off-Street Parking Places) Order 2020 and The Colchester Borough (Off-Street) (Parking Places) Order 2020.



# North Essex Parking Partnership

Meeting Date:	1st October 2020
Title:	Finance Report to end of period 5 2020/21
Authors:	Richard Walker, Group Manager / Lou Belgrove, Business Manager
Presented by:	Richard Walker, Lou Belgrove

The report sets out the financial position for NEPP at the end of period 5 (August) 2020/21.

## **1. Decision(s) Required**

- 1.1. To note the financial position at the end of period 5 (August) 2020/21

## **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 allocated 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 – Operations 2020/21 Financial Year to date**

- 4.1. With the outbreak of Covid-19 in March 2020 and the enforced National Government lockdown being brought into force, NEPP followed national advice and ceased patrols operations and enforcement across all districts, and the validity of annual permits was extended by three months.
- 4.2. The Management team, Business Unit and Technical Team all remained operational throughout lockdown. Nine of NEPP's enforcement staff were furloughed, with other officers being utilised where possible to assist other Service areas.
- 4.3. Expenditure remained consistent and as expected due to the level of service still being provided.
- 4.4. Service levels returned to pre-lockdown levels in phases, and were as before by the beginning of July with income slowly showing signs of recovery.
- 4.5. Details of the NEPP current financial position are set out in Appendix 1.

## **5. Financial Implications/Covid-19 Impact**

- 5.1. As a result of the National Lockdown, income in the first few months of the financial year was depleted. A “worst case scenario” has been set out in Appendix 1, based on the information we currently have available to us.
- 5.2. It is forecast that the impact of Covid-19 will not be as great as shown by the final out-turn if operations continue as they would normally be expected.
- 5.3. The budget is set each year in line with the medium-term plan, particularly in support of the TRO (Traffic Regulation Order) function from reserves, alongside investments in the operational projects.
- 5.4. The surplus on the On-Street account transferred into the Civil Parking Reserve at the end of 2019/20 totalled £286k (rounded). This consisted of an actual in-year surplus of £101k combined with the expected costs of TRO works (£185k) which has been vired back to the Reserve because enough surplus was achieved in year to cover the costs.
- 5.5. With favourable operating conditions throughout the winter, and no further emergency measures being imposed, a similar in year surplus to that described would normally be possible. Whilst the c.£250k surplus may be more than negated by the emergency, when combined with last year’s £286k surplus, this will overcome the deficit position.
- 5.6. With the Reserve standing at approx. £1.5m, any further shortfall will be drawn down to ensure a breakeven position with little impact on planned project spend; we do need to remain prudent however, and no further reserve bids will be accepted this year.
- 5.7. The position described in Appendix 1 is a worst case, and does not include any furlough repayment that we may receive from National Government.
- 5.8. TRO works of c.£100k were carried out in Epping Forest District including the new red-route, and costs are included in the figures under the TRO maintenance heading; this type of spend would usually be covered by Reserve (or net against in-year surplus).
- 5.9. Supplies and Services may receive some rebate from the Traffic Enforcement Centre (TEC) and the PCN levy at PATROL due to a lower number of Penalty Charge Notices being issued during the emergency measures.
- 5.10. Penalty Charge Notice income from Notices issued this financial year but that won’t be recovered until next financial year (the debtor) has not been included to date, to allow a true reflection of the current position. It is likely that the PCN level will be maintained if there no further emergency measures are introduced – and, if so, a debtor transfer between years for outstanding PCNs will need to be made in addition to the estimate.

## **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.

Appendix 1 – On-Street Account at end Period 5 2020/21

	A	B	C	D	E	FY DL	G	
2020/21 Outturn	2019/ 2020 Last Year	2020/ 2021 Current	2020/ 2021 Current Year	2020/ 2021 Current Year	Notes			
Provisional Outturn	Actual	Actual to date	Budget to date	Variance to date	Forecast outturn	Annual budget	Projected variance	
<b>On-street Account</b>								
Direct costs								
<b>Expenditure</b>								
Employee costs:								
Management	74	41	32	9	112	80	31	Parking Services Mgt Team staff costs and management a/c
CEOs & Supervision	1,324	588	570	17	1,397	1,369	28	CEOs & Supervisor staff & costs; small vacancy u/ spend
Back Office	388	190	164	26	476	393	83	Back Office staff costs
TROs	132	53	72	(18)	123	172	(49)	TRO team staff costs
Premises / TRO Maintenance cost	219	245	80	166	311	191	120	R&M budget (seasonal; small expenditure anticipated)
Transport costs (running costs)	38	38	12	25	57	30	27	Fuel, public transport etc
Supplies & Services	500	166	254	(89)	625	611	14	General expenditure; includes ParkSafe car IT & TRO costs
Third Party Payments	35	2	22	(20)	51	53	(2)	Chipside and TEC bureau costs
	2,711	1,323	1,207	116	3,150	2,899	252	In Year Service expenditure total
<b>Income</b>								
Penalty Charges (PCNs)	(1,904)	(231)	(813)	582	(1,775)	(1,950)	175	PCNs - revised due to CEO deployment (£1,965 Last Yr) - weather
Parking Permits/Season Tickets	(883)	(190)	(308)	168	(690)	(859)	169	Visitor Permits - includes new areas and fee increase last yr
Parking Charges (P&D etc)	(369)	(57)	(151)	94	(277)	(363)	86	Pay & Display - includes additional area and new fees
Other income	(24)	(5)	(1)	(4)	(5)	(1)	(4)	Misc - other works undertaken - billed at end of work
	(3,270)	(482)	(1,322)	840	(2,747)	(3,172)	426	In Year Service income total
<b>Total Direct Costs</b>	<b>(559)</b>	<b>841</b>	<b>(115)</b>	<b>956</b>	<b>403</b>	<b>(273)</b>	<b>678</b>	<b>In Year Service net expenditure</b>
<b>Total Non-direct Costs</b>	<b>458</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>Corporate costs added (see table)</b>
<b>Sub total (in year operation)</b>	<b>(101)</b>	<b>1,298</b>	<b>342</b>	<b>956</b>	<b>861</b>	<b>185</b>	<b>678</b>	<b>Red is surplus = to be added to reserve</b>
	<b>(185)</b>				<b>In Year Outturn</b>	<b>Base Budget</b>	<b>In Year Swing</b>	
	<b>(256)</b>							





# North Essex Parking Partnership

Meeting Date: 1 October 2020  
Title: **NEPP Annual Report Data for 2019/20**  
Author: Richard Walker, NEPP Group Manager  
Presented by: Richard Walker

This report sets out the data required to be published as part of transparency requirements. A full report is available online.

## **1. Recommended Decision(s)**

- 1.1. That the Joint Parking Committee notes these details.

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

- 2.1. To comply with requirements regarding data publication.

## **3. Alternative Options**

- 3.1 None.

## **4. Supporting Information**

- 4.1. The data for inclusion in the Annual Report (from the 2019/20 financial year) is available online and has been published in parts as the year progressed.

See the following link for details:

<http://www1.parkingpartnership.org/north/annualreports>

## **5. Background Information**

- 5.1. Each year, parking enforcement authorities are required to publish data relating to their performance in the previous financial year.
- 5.2. The data will be published on the DataShare service in connection with transparency requirements and a full Annual Report will be published on the website.
- 5.3. NEPP is working nationally with other authorities to improve the presentation, style and content of these reports.

## **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.





# North Essex Parking Partnership

Meeting Date: 1 October 2020  
Title: **Obstructive and Footway Parking Update**  
Author: Richard Walker, NEPP Group Manager  
Presented by: Richard Walker

This report updates Members of details of a consultation about Obstructive and Footway Parking which has been discussed previously in some detail by the Committee.

## **1. Recommended Decision(s)**

- 1.1. To note the Footway Parking Consultation being undertaken by Government.

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

- 2.1. For good governance and to encourage good communication of legislation and local authorities' policies and operations and to ensure the effective future operation of the Partnership.

## **3. Managing Pavement Parking (England)**

- 3.1. The Government is consulting on managing pavement parking. The consultation is seeking views on the Traffic Regulation Order making process, the introduction of a new civil contravention of unnecessary obstruction of the pavement and the introduction of an overall pavement parking ban.
- 3.2. The closing date for the consultation is 22nd November 2020 and details can be found at the following link: –

<https://www.gov.uk/government/consultations/managing-pavement-parking>

## **4. Supporting Information**

- 4.1. It is likely that the Department for Transport (DfT) will legislate against Footway Parking in some form (either by decriminalising Obstructive Footway Parking or banning it entirely).
- 4.2. Either approach could enable NEPP to issue a Penalty Charge Notice under Civil Enforcement powers, although an outright ban of all footway parking may cause some other unintended consequences, requiring much more management or restriction of the carriageway especially at the kerb side in some areas.
- 4.3. A draft Policy was agreed at our October 2019 meeting.

## **5. Communications and Education**

- 5.1. We will need to continue to promote the twin messages of Keeping Clear Four Foot of Footway and Don't Park Obstructively or Anti-Socially (obstructing the carriageway,

junctions, accesses, footways or verges) – the messages would go together to deal with any unintended knock-on effects.

- 5.2. Members have discussed previously that every circumstance would not receive a patrol or enforcement visit, and our Policy and communications need to set out the hierarchy where conflicting demands are made.
- 5.3. In addition to the usual communications, some authorities have developed ad-hoc approaches to help promote messages including awareness leaflets or social media, and the British Parking Association has launched a campaign with a focus against bad parking.

## **6. Standard References**

- 6.1. Other than set out above, 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
- 6.2. An Equality Impact Assessment for the operations is set out at this link:

<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC%20-%20How%20The%20Council%20Works%20-%20Environmental%20Equality%20Impact%20Assessments%20-%20North%20Essex%20Parking%20Partnership.pdf>

## North Essex Parking Partnership – Introduction to the Obstructive Parking Policy

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### History and Background

Whilst it is possible to create restrictions through Traffic Regulation Orders (TROs), these are not an ideal solution to a widescale problem such as all footway parking. TROs can be expensive and slow to implement, are quite blunt in their execution and need a fair amount of unnecessary street clutter to adequately sign them, requiring ongoing maintenance.

The 2016 edition of the traffic signs regulations allowed the option to create an area-wide footway/verge parking ban which is signed on a zonal basis, although this offers few benefits over pre-existing powers – the cost, timescale and maintenance issues remain.

Pending changes to legislation, parking on the footway or carriageway aside from waiting restrictions and dropped kerbs was generally a matter for the Police – the parking where the local authority could not enforce is known as “*obstructive parking*” throughout this document.

### Possible Changes to legislation

The DfT announced in April 2018 that they were considering options to ban footway obstructive parking, with these changes expected to be made after up to two years. Changes could mean that responsibility for obstructive parking transfers to the local authority.

The Transport Select Committee reported in 2019 that it would like to see this action accelerated and taken by the government in mid-2020 and considered including all obstructive parking.

Prior to any changes in obstructive parking legislation, vehicles parked on the footway or verge or obstructively on the carriageway are covered under different laws depending upon the situation:

- Where a restriction (such as a yellow line) is in place it covers the entire highway from carriageway centre line including the footway and/or verge and can usually be enforced up the property line.
- Such restrictions can be patrolled by Civil Enforcement Officers (CEOs). Bay markings, loading restrictions and clearways can carry similar restrictions on waiting.
- Where there are no restrictions in place, CEOs could not enforce, unless there is a specific footway parking restriction in place (unless the vehicle is a lorry), or the parking is at a dropped kerb, raised area or an area of tactile paving.
- It is noted that Large Vans and HGV causing damage are already prohibited from parking on the footway by national legislation.

### Clear and Fair Policy

A reasonable, fair, but locally accountable policy will be the key to getting any system of making an obstructive parking ban workable. Common sense and consistent measures, with appropriate training for officers, must be taken where any enforcement action is likely to be undertaken.

This is set out in the proposed policy, below:

## **North Essex Parking Partnership – Proposed Obstructive Parking Policy**

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### **General Policy for Footway Parking prohibition – Four Foot of Footway**

A 'four-foot protection' zone (123cm back from the kerbside) would normally be sufficient to enable to passage of most non-vehicular footway traffic and has the benefit of being simple for Patrolling Officers to measure.

This policy is made to protect sufficient route width for wheelchair users, mobility impaired or ambulant disabled, blind and partially sighted, pushchairs and parents with children to pass safely without needing to cross the road or move into the carriageway.

It is proposed that the 'four foot rule' will be applied whereby a double buggy, blind person's sweep of their white stick, or wheelchair can easily pass a parked vehicle – the unobstructed footway width between parked vehicle and property boundary would be around 1,230mm (4 foot).

Where the footway is narrower, the whole footway will normally be protected; where wider, only the first 123cm (four feet) will be automatically protected, unless an exemption has been provided (see below). Vehicle overruns and access will also need to be considered.

### **Non-Obstructive Parking**

Where cars are parked considerately at the rear of a very wide footway (although damage to services underground, construction and surfacing must still need to be considered), there is little chance of these constituting an obstruction.

It is less necessary to patrol these Considerate Parking places. In addition, there may be places where a complete exemption is required from restricting footway parking (see below). Consideration will be given to emergency and service vehicle access and large vehicle overrun areas.

### **Exemptions to Footway Parking Policy**

There may need to be different treatments for different types of locations, and these will be clearly set out according to the hierarchy of controls (see below). Exemptions may be considered where they fit with the overall management policy.

In some locations where both the footway and carriageway is particularly narrow, and other parking is scarce but vehicle use is necessary, here consideration may be given to allow footway parking on one side of the road provided the other footway is unobstructed.

Verge parking will not normally be allowed at any time.

Care will be given to situations where prohibiting footway parking might otherwise lead to more carriageway parking and the consequent congestion issues that may arise; this is perhaps no more desirable than the original issues being sought to resolve, this could simply result in additional restrictions becoming necessary; both situations to be avoided with careful planning and local consultation.

Exemptions will be mapped in the ParkMap system and displayed in TraffWeb, which officers can reference on site.

## Hierarchy of controls

The hierarchy of control considers which areas should be of highest concern and shows the controls which motorists would reasonably expect in different circumstances.

Location	Treatment/Test	Exemption may be considered
<p>Where there is substantial evidence to suggest that vehicles have traditionally parked, partly on the footway to maintain a wide enough thoroughfare on the carriageway or where the footway is sufficiently wide that footway parking would not cause a problem for pedestrians.</p>	<p>Where it is considered appropriate to allow footway parking, certain tests will need to be applied before allowing the practice to continue, including checking for sub-surface utilities and surface damage, alternative provision, suitability of alternatives and access.</p>	<p>Where sufficient footway and remaining carriageway widths can be maintained;</p> <p>Where an accessible alternative is clear and possible and remaining carriageway widths can be maintained.</p>
<p>Where there is substantial evidence to suggest that vehicles have traditionally parked, fully on the footway to maintain a wide enough thoroughfare on the carriageway or where the footway is sufficiently wide that footway parking would not cause a problem for pedestrians.</p>	<p>Where it is considered appropriate to allow footway parking, certain tests will need to be applied before allowing the practice to continue, including checking for sub-surface utilities and surface damage, alternative provision, suitability of alternatives and access.</p>	<p>Where sufficient footway and remaining carriageway widths can be maintained;</p> <p>Where an accessible alternative is clear and possible and remaining carriageway widths can be maintained.</p>
<p>Housing estate areas built during the 1980's and 1990's which were subject to planning policies that tried to limit car ownership at the origin of the journey, by limiting driveway and garage space.</p> <p>These areas were frequently built with some shared areas and without sufficient footway to provide for parking off the carriageway;</p>	<p>Time has shown that the policy has not been particularly successful and led merely to more highway parking on the narrow roads, including plaguing footways and shared areas.</p> <p>To maintain part footway parking would be likely to obstruct the carriageway with or damage surfaces. Property values reflect the general availability of parking and the policy for reduced car ownership.</p>	<p>No.</p> <p>Carriageway restrictions also to be considered to protect turning and access for emergency and refuse service vehicles.</p>

Residential urban and rural area housing estate parking special circumstances, in older (pre-1980s) housing estates.	It may be necessary to introduce additional carriageway restrictions.	Where sufficient footway and remaining carriageway widths can be maintained;
Parking in Rural Locations to very wide footways		Up to 4 foot footway to be maintained. Consideration of exemption.
Parking in Rural Locations with narrow paths, or narrow/near lack of footway.	Up to 4 foot footway unlikely to be maintained	No. Carriageway restrictions also to be considered to protect turning and access for emergency and refuse service vehicles.
Where Considerate Parking takes place to the rear of very wide footways.	Not on verges	Up to 4 foot footway to be maintained. Consideration of exemption.



# North Essex Parking Partnership

Meeting Date: 1 October 2020  
Title: **Forward Plan 2020-2021**  
Author: Owen Howell – Democratic Services, Colchester Borough Council  
Presented by: Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2020-21 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 2020-21.

## **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.

## **4. Appendices**

4.1 Appendix 1: NEPP Joint Parking Committee Forward Plan 2020-21.



**NORTH ESSEX PARKING PARTNERSHIP (NEPP)  
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2019-20**

<b>COMMITTEE / WORKING GROUP</b>	<b>CLIENT OFFICER MEETING</b>	<b>JOINT COMMITTEE MEETING</b>	<b>MAIN AGENDA REPORTS</b>	<b>AUTHOR</b>
<b>Joint Committee for On Street Parking</b>	4 June 2020, Room G04, Remote meeting (MS Teams).	25 June 2020 1.00pm, Remote Meeting (Zoom/YouTube).	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP Financial Update	Lou Belgrove (PP)
			NEPP Annual Report Data	Richard Walker (PP)
			3PR Update and Briefing on School Zones	Richard Walker (PP)
			Finance Update and 2020/21 Budget	Lou Belgrove (PP)
			Future of the NEPP past 2022	Richard Walker (PP)
			Parking Permit Review	Richard Walker (PP)
			Update on deferred decisions on bids for Reserve Funding	Richard Walker (PP) and Jason Butcher (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan '20/21	Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	10 September 2020, Room G04, Rowan House, Sheepen Road.	1 October 2020 1.00pm, Council Chamber, Tendring District Council Offices.*	Technical report and Traffic Order Scheme Prioritisation	Trevor Degville (PP)
			Financial Report	Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan '20/21	Owen Howell (CBC)

<b>Joint Committee for On Street Parking</b>	19 November 2020, Room G04, Rowan House, Sheepen Road.	10 December 2020 1.00pm, Civic Centre, Harlow, The Water Gardens, College Square.*	On Street Budget Update  Use of Reserves  Obstructive Parking Update  Forward Plan '20/21 and' 21/22 Dates	Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	25 February 2021, Room G04, Rowan House, Sheepen Road.	18 March 2021 1.00pm, Uttlesford District Council, Committee Room, Council Offices*	Finance Update and 2019/20 Budget  Parking Permit Review  Obstructive Parking Update  Forward Plan '21/22	Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	3 June 2021, Room G04, Rowan House, Sheepen Road.	24 June 2021 1.00pm, Grand Jury Room, Town Hall, Colchester Borough Council*	Annual Governance Review and Internal Audit  Annual Review of Risk Management  NEPP Financial Update  NEPP Annual Report Data  Obstructive Parking Update  Forward Plan '21/22	Hayley McGrath (CBC)  Hayley McGrath (CBC)  Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)

\* These meeting venues are subject to change and may be replaced with online meetings, if required, in order to comply with social distancing measures and advice from central government.

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