



# North Essex Parking Partnership

## Joint Working Committee On-Street Parking

**Griffin Suite, Latton Bush Centre,  
Southern Way, Harlow, CM18 7BL**

**17 December 2015 at 1.00 pm**

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



# North Essex Parking Partnership

## Joint Committee Meeting – On-Street

1pm, Thursday 17 December, Griffin Suite, Latton Bush Centre, Southern Way,  
Harlow, CM18 7BL

### Agenda

#### Attendees

##### Executive Members:-

Susan Barker (Uttlesford)  
Anthony Durcan (Harlow)  
Dominic Graham (Colchester)  
Eddie Johnson (ECC)  
Robert Mitchell (Braintree)  
Nick Turner (Tendring)  
Gary Waller (Epping Forest)

##### Non-Executive Member:-

Ray Howard (ECC)

##### Officers:-

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

	Introduced by	Page
<b>1. Welcome &amp; Introductions</b>		
<b>2. Apologies</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> To approve as a correct record the draft minutes of the 29 October 2015 meeting.		<b>1 - 14</b>
<b>6. On Street Charges</b> This report proposes altering NEPP on-street tariffs in the Epping Forest District and Uttlesford Districts	<b>Trevor Degville</b>	<b>15-17</b>
<b>7. Joint Patrolling Report</b> This report provides information on the joint working trial which was undertaken with Tendring District Council	<b>Richard Walker</b>	<b>18-25</b>
<b>8. High Road Loughton Pay and Display Bays</b> This report concerns additional pay and display bays in High Road Loughton	<b>Trevor Degville</b>	<b>26-28</b>

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|---|------------------------------|---------------------|
| <p><b>9. North Essex Parking Partnership (NEPP) Financial Reserves</b><br/> The report invites Members to consider options for spending or retaining the reserve North Essex Parking Partnership funds</p>      | <p><b>Richard Walker</b></p> | <p><b>29-31</b></p> |
| <p><b>10. North Essex Parking Partnership (NEPP) Financial Update Period 8</b><br/> The Joint Committee will receive a Financial update on Period 8 to note, which will be circulated prior to the meeting.</p> | <p><b>Matthew Young</b></p>  |                     |
| <p><b>11. Forward Plan 2016/17</b><br/> To confirm the dates for the 2016/17 NEPP Joint Committee meetings</p>  | <p><b>Jonathan Baker</b></p> | <p><b>32</b></p>    |
| <p><b>12. Forward Plan</b><br/> To note the 2015-16 Forward Plan.</p>   | <p><b>Jonathan Baker</b></p> | <p><b>33-35</b></p> |
| <p><b>13. Urgent Items</b><br/> To announce any items not on the agenda which the Chairman has agreed to consider.</p>  |                              |                     |

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

**29 October 2015 at 1.00pm  
Council Chamber, Council Offices, Thorpe Road, Weeley,  
CO16 9AJ**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)  
Councillor Anthony Durcan (Harlow District Council)  
Councillor Eddie Johnson (Essex County Council)  
Councillor Robert Mitchell (Braintree District Council)  
Councillor Nick Turner (Tendring District Council)  
Councillor Gary Waller (Epping Forest District Council)

Apologies: -

Councillor Dominic Graham (Colchester Borough Council)

Also Present: -

Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Stephanie Barnes (Parking Partnership)  
Lou Belgrove (Parking Partnership)  
Liz Burr (Essex Highways)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Joe McGill (Harlow District Council)  
Andrew Taylor (Uttlesford District Council)  
Ian Taylor (Tendring District Council)  
Alexandra Tuthill (Colchester Borough Council)  
Richard Walker (Parking Partnership)  
Matthew Young (Colchester Borough Council)

Apologies:-

Paul Partridge (Braintree District Council)  
Samir Pandya (Braintree District Council)

**24. Declarations of Interest**

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

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

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

**25. Have Your Say!**

### **Cllr Julie Langstone, Lawford Parish Council, Tendring**

Cllr Langstone attended the meeting to firstly thank the officers for removing the Bank Holiday restrictions in Lawford, and secondly to question which organisation should be contacted in cases where white lines need repainting.

Councillor Mitchell thanked Cllr Langstone for attending to have her say and stated that white lines in most areas will be the responsibility of Essex County Council. It is only in those areas around parking where the North Essex Parking Partnership would be responsible. Councillor Eddie Johnson stated that he would take the information from Cllr Langstone and provide a response at a later date.

### **Local Resident, Feering, Braintree District Council**

A local resident attended the meeting to highlight the parking situation for local residents in Bridge Meadow, Feering, a cul-de-sac of four properties. The resident stated that commuter parking was significantly impacting on local residents' ability to park outside their homes, or to receive deliveries. A number of the commuter cars have been left for two and a half weeks; there is also concern about the noise pollution and the impact on shift workers in the area. The resident stated that the residents in the local area are in favour of a residents parking scheme to prevent the commuter parking.

Councillor Mitchell thanked the local resident for attending the North Essex Parking Partnership meeting and having her say. He stated that this particular area has been approved for a Traffic Regulation Order, however given the information provided; it will be deferred pending further consultation. This will help to provide a better solution for the residents in the area.

Councillor Barker highlighted the possibility of using single or multiple hour restrictions in the area which would reduce the level of commuter parking, but not restrict local businesses from using the area to park.

### **Councillor Eddie Johnson, Essex County Council**

Councillor Johnson asked a number of questions relating to a recent surgery held with other Councillors. The first issue was regarding a Controlled Parking Zone in Epping Forest District Council area, which has been delayed. The second was to confirm the process for approving Traffic Regulation Orders and whether Local Highways Panel funding could be used in conjunction with North Essex Parking Partnership funding.

Councillor Johnson also asked whether the length of prohibited parking was fixed to four hours. As well as questioning Residents Parking Zones and the cost of purchasing permits for families popping into to see elderly relatives. In addition Councillor Johnson also asked whether it was possible to remove the Bank Holiday parking restrictions.

In response to the query about a delayed Controlled Parking Zone, this would have been funded by Epping Forest District Council and the work completed by Essex County Council rather than the NEPP. With regard to the NEPP approvals process for Traffic Regulation Orders, each scheme is scored using the NEPP criteria but put forward for approval by the Councillor representative of each District Council, before being approved by the Joint Committee.

The Committee discussed the funding arrangements for the NEPP and the Local Highways Panel. The Committee agreed that the Local Highways Panel funding needs to remain separate, but that there needs to be communication to ensure the projects dovetail.

In response to the other questions Richard Walker, Parking Partnership, stated that the time limit for parking can be revisited at the Joint Committee with changes made if necessary. With regards to the Parking Permits, they are now the same cost across the North Essex Parking Partnership, and are provided at the lowest cost. The Bank Holiday restrictions can be removed if specific exemptions are made to the TRO, as parking restrictions that are made from Monday to Friday or Saturday will automatically include Bank Holidays.

## **26. Minutes**

*RESOLVED* that the minutes of the meeting of the Joint Committee for On Street Parking of 18 June 2015 be confirmed as a correct record.

## **27. Traffic Regulation Order Update, including those to be agreed**

Trevor Degville introduced the Traffic Regulation Order Update and Schemes for Approval to the Committee. The report outlined the progress on the schemes that had been approved, and those that are undergoing consultation or installation.

The Joint Committee agreed the schemes as put forward by Braintree District Council, Colchester Borough Council, Harlow District Council, Tendring District Council and Uttlesford District Council which are outlined in Appendix 1.

Councillor Johnson asked the Committee what the policy was with regards to recommending Traffic Regulation Orders at Committee. Councillor Mitchell stated that the NEPP has recently changed the policy so that those putting forward schemes are required to get the approval of the Town or Parish Council and District or County Councillor. Richard Walker stated that the report is generated as previously, with the decision made at the Joint Committee after a recommendation from the local member.

*RESOLVED* that:

- a) The recommended action for the Traffic Regulation Orders as outlined in Appendix 1 be approved.
- b) The Traffic Regulation Order Update report be noted.

## **28. Technical Team Work Since NEPP Formation**

Trevor Degville introduced the report highlighting the technical teams work since the North Essex Parking Partnership was formed. The report compares the work undertaken by the NEPP and Essex County Council in introducing Traffic Regulation Orders.

The Committee welcomed the report, and thanked the Technical Team for providing a highly useful reminder of the work that has been done by the NEPP since its inception. The Committee stated that it would be good for all the information presented to be displayed on a mapping system to show the extent of the work completed.

Ian Taylor commented that significant and successful schemes such as the Clacton Seafront are only represented under one title, when they consisted of so much work for the technical team in terms of lines painted. Joe McGill stated that Harlow District Council may be able to undertake the work to place all the work done by the NEPP onto a map, which would help to highlight the extent of the work completed by the technical team.

*RESOLVED* that;

- a) the Technical Team Work since NEPP formation report be noted.

## **29. Annual Report**

Richard Walker, Parking Partnership Manager, introduced the Annual Report for the NEPP for 2014/15. The report is required to be produced six months from the end of the financial year and published as soon as possible on the NEPP website.

Richard Walker stated that producing an Annual Report, and the information provided within it was part of best practice for Parking Partnerships. Over the past year the Parking Partnership has seen a new development plan, has outsourced the cash collection, reorganised the technical team and introduced Mi-Permit across the Partnership. It has also held a staffing review, and seen the number of media enquiries increase.

The Committee welcomed the Annual Report and made a number of suggestions on the content and formatting. Richard Walker highlighted that a number of the graphs and tables were required as part of the transparency code. In response to a question from Councillor Turner regarding increase premises and IT costs, Richard Walker stated they were due to improvements in the NEPP offices in Harlow, and because Colchester Borough Council, the NEPP host authority, had recently invested heavily in updating their IT systems. Councillor Durcan requested the inclusion of a section on the Parksafe Car and Councillor Johnson suggested that footnotes are included in the budget information to explain the variances for the year.

*RESOLVED* that the Annual Report be noted.

## **30. Operational Report**

Lou Belgrove, Parking Manager, introduced the NEPP Operational Report, which the Committee was required to note.

The Committee heard that the number of Penalty Charge Notices was being affected by the difficulty in recruiting Civil Enforcement Officers (CEO). The Committee were also informed that the project to provide CEO's which body cameras was going ahead as the IT infrastructure and policies are completed, with the procurement soon to take place. In addition MiPermit had now been successfully introduced in all of the Parking Partnership areas, and there is a new member of staff, a Business Support Officer, providing extremely useful data gathering.

The Committee discussed the number of vacancies in the NEPP, and questioned whether there was an issue with the recruitment days being held in Colchester. Stephanie Barnes, Enforcement Area Manager, stated that they have run individual

recruitment days in the west area of the partnership, and that other Local Authorities are also struggling with recruitment.

The Committee also discussed the police accreditation training which provides additional powers for CEO's to serve Fixed Penalty Notices for littering and cycling on footpaths. A total of eight CEO's have been trained, all of which passed, and another eight will be trained shortly. Concerns were raised about the implications on an already understaffed role, but assurances were made that this did not infringe on a CEO's responsibilities.

*RESOLVED* that the Operational Report be noted.

### **31. Digital and Social Media Statement**

Alexandra Tuthill, Business Partner (Communications), introduced the Digital and Social Media Statement Report for the NEPP. The report requests the Committee approve the Digital and Social Media statement for 2015/16 and explore possible methods for delivering agreed Social and Digital Media activity.

Alexandra Tuthill stated that the report contained the statistics and feedback so far, with 4000 hits so far on the blog. In addition both facebook and twitter have been used as well as newsletters and linkedin. Alexandra Tuthill stated that the use of digital media provides both an outlet for campaigns and educational purposes.

The Committee discussed the importance of embracing social media, and the usefulness of the blog in providing education information on the Parking Partnership.

*RESOLVED* that;

- a) The North Essex Parking Partnership's Digital and Social Media Statement for 2015/16 be agreed.
- b) The Committee support the use of Social Media.

### **32. Comparison between the North Essex Parking Partnership and South Essex Parking Partnership**

Matthew Young, Head of Operational Services, Colchester Borough Council, introduced the report comparing the NEPP with the SEPP. The report asks the Joint Committee to confirm or identify any areas from the comparison where further investigation is required.

Matthew Young stated that both partnerships have been successful in establishing their services over the last four years and have both achieved moved the partnerships into financial surpluses.

In comparing the two Partnerships, the NEPP is a more rural organisations, whereas the SEPP covers a more urban area. The SEPP does not provide Off-Street services, other than a legacy arrangement between Chelmsford Borough Council and Castle Point District Council. The North Essex Parking Partnership also has a higher number of patrol cars compared to the SEPP. Matthew Young also highlighted that at the beginning of the partnerships the SEPP received additional funding from Essex County Council.

Councillor Johnson stated that whilst the funding was different at the beginning of the partnerships both the contracts were legal. Whilst it is not possible to redress the previous funding arrangements both Partnerships will have equal funding going forward.

The Committee discussed the different costs of running the partnerships and questioned why there is such a difference in both IT and premises costs when compared to the NEPP accounts. In addition Committee members noted the significant difference between the number of sign and line maintenance schemes completed by the NEPP and those completed by the SEPP.

The Committee also stressed the importance of sharing best practice between the Partnerships. Councillor Johnson also stated that an independent company Blue Marble would be looking into the financial arrangements of both Partnerships in advance of a new Partnership agreement with Essex County Council.

*RESOLVED* that:

- a) The Committee request officers to look into the IT and Premises costs, as well as the number of sign and line maintenance schemes of the South Essex Parking Partnership
- b) The NEPP work with the SEPP to establish best practice.
- c) The Comparison between the North Essex Parking Partnership and South Essex Parking Partnership report be noted.

### **33. NEPP On-Street Financial Position Period 6 2015-16**

Matthew Young, Head of Operation Services, Colchester Borough Council, introduced the NEPP On-Street Financial Position Period 6 2015-16. The report summarises the financial position and issues to date for information and scrutiny.

Matthew Young stated that by the end of the year, the Partnership is predicting a surplus of £8,000. The Committee questioned the £77,000 of savings predicted given the number of Civil Enforcement Officer vacancies. Matthew Young stated that further information would be provided to Committee members about the financial details of the vacancies.

*RESOLVED* that

- a) the NEPP On-Street Financial Position Period 6 2015-16 be noted
- b) further information on the financial impact of the level of vacancies be circulated to Committee Members by e-mail

### **34. NEPP Financial Reserves**

Matthew Young, Head of Operational Services, Colchester Borough Council, introduced the report on the North Essex Parking Partnership Financial Reserves. The report requests that the Committee note the funds held in reserve by the NEPP and consider whether the NEPP should commit expenditure in the achievement of its priorities.

Matthew Young stated that the NEPP set up a reserve fund in 2010-11 when the

Partnership was created. The NEPP has agreed at a previous meeting that a minimum reserve of £100k be retained.

The Committee discussed the implications of using part of the reserve above the £100,000 minimum, and questioned whether the projects that are outlined could be funded by the existing budget. Richard Walker stated that a portion of the surplus will be used for some handhelds, and that some projects would need to be pitched against future income. Councillor Barker suggested that there could be a separate reserve for ICT and handheld refreshes as and when they are required.

The Committee agreed that a minimum of £100,000 in reserve would be prudent, and that a report be brought back to the NEPP Joint Committee outlining the potential expenditure on projects from the remaining funding.

*RESOLVED* that;

- a) the report on the NEPP Financial Reserves be noted,
- b) a further report come to the next NEPP meeting outlining the projects which could be funded by the remaining reserve above £100,000.

### **35. Annual Return 2014/15**

Matthew Young, Head of Operational Services, Colchester Borough Council, introduced Annual Return 2014/15 report which requested the Committee to note the publication of the audited Annual Return for 2014/15.

Councillor Barker highlighted the need to include a mechanism for the parking write-offs and requested that it be included on the Work Programme for the Annual General Meeting in June.

*RESOLVED* that:

- a) The Committee note the publication of the audited Annual Return for 2014/15
- b) That Parking Write-Offs should be added to the Joint Committee's Annual General Meeting on 23 June 2016.

### **36. Forward Plan**

Councillor Robert Mitchell introduced the Forward Plan. Councillor Barker requested that the information on the Pay and Display price review be circulated to Councillors in advance of the meeting to ensure adequate timing for consultation with District Councillor colleagues.

*RESOLVED* that

- a) the Forward Plan be approved.
- b) the report on Pay and Display Price Review be made available to Councillors in advance of the meeting.

### **37. Urgent Items**

Councillor Turner, with the agreement of the Chairman, highlighted an urgent item to confirm what powers Civil Enforcement Officers have to move Travellers on from clearway, and whether they could issue Penalty Charge Notices. Councillor Turner also questioned why the trial of patrolling the schools in Tendring has stopped.

Richard Walker stated that the best option is to inform the Essex County Traveller Unit who will be able to assist. It is potentially dangerous to send Civil Enforcement Officers to a traveller's site without support from the Police. With regard to the trial in Tendring this has now come to a close so that a report can be submitted to the Joint Committee for consideration.

### 38. Minute

*RESOLVED* that the not for publication extract from the minutes of the meeting on 18 June 2015 be approved.

## Appendix 1

### Braintree District Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Committee Decision
20054	<b>Sarcel-Stisted</b>	Waiting restrictions	<b>Reject</b>
20110	<b>Grenville Road-Braintree</b>	Change to RP scheme	<b>Reject</b>
20112	<b>Chipping Hill-Witham</b>	Waiting Restrictions	<b>Reject</b>
20116	<b>Wickham Crescent</b>	RPZ-Commuter Restriction	<b>Defer</b>
20117	<b>Church Lane-Castle Hedingham</b>	Waiting restrictions	<b>Reject</b>
20118	<b>Bronte Road-Witham</b>	RPZ	<b>Defer</b>
20119	<b>New Street-Braintree</b>	Revocation of single yellow for bay	<b>Reject</b>
20120	<b>Bridge Meadow-Feering</b>	RPZ	<b>Defer</b>
20121	<b>Guithavon Valley</b>	Restrictions to dissuade commuter parking for rail station – Current Temporary TRO in place	<b>Defer</b>
20122	<b>Barleyfields-Witham</b>	RPZ	<b>Approve</b>
20123	<b>Pretoria Road-Halstead</b>	RPZ	<b>Defer</b>
20124	<b>Powers Hall End</b>	RP Bays	<b>Defer</b>
20125	<b>Mill Lane, Witham</b>	Waiting Restrictions	<b>Defer</b>

### Colchester Borough Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Current Status
40079	<b>St Christopher Road</b>	Additional restrictions close to shops	<b>Approve</b>
40088	<b>Catchpool Road</b>	Waiting restrictions/residents parking	<b>Defer</b>

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
40098	<b>Lexden Rd-The Grange</b>	Waiting restrictions	<b>Approve</b>
40104	<b>High Street-Station Road-Wivenhoe</b>	Waiting restrictions	<b>Defer</b>
40111	<b>Adelaide Drive</b>	Waiting restrictions	<b>Reject</b>
40112	<b>Friday Wood Green</b>	Waiting restrictions	<b>Reject</b>
40108	<b>Jarmin Road</b>	Waiting restrictions	<b>Reject</b>
40109	<b>Northern Approach Road estate</b>	Waiting restrictions	<b>Defer</b>
40110	<b>Essex Hall Road</b>	Extension to current restriction times	<b>Reject</b>
40111	<b>Thomas Wakley Close</b>	Residents parking	<b>Defer</b>
40112	<b>Ambrose Avenue</b>	Junction protection	<b>Reject</b>
40113	<b>Vernons Road</b>	Waiting restrictions	<b>Reject</b>
40114	<b>Rosebery/Smythies Ave</b>	RPZ	<b>Approve</b>
40115	<b>Egret Crescent</b>	Junction protection	<b>Reject</b>
40116	<b>Wood Lane Eight Ash Green</b>	Waiting restrictions	<b>Approve</b>
40117	<b>Vine Drive/Mead Way</b>	Junction protection	<b>Reject</b>
40118	<b>Boxted Road</b>	Football based parking	<b>Defer</b>

### Harlow District Council

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
30021	<b>Colt Hatch</b>	Requested parking scheme	<b>Defer</b>
30027	<b>New Hall</b>	Parking near football field	<b>Defer</b>
30028	<b>Church Langley</b>	Tesco access road and zebra crossing	<b>Defer</b>
30032	<b>Abercrombie Way</b>	Waiting	<b>Approve</b>
30034	<b>Harlow Mill Station</b>	Viability of on street pay and display	<b>Defer</b>
30035	<b>College Square</b>	Introduce short term P&D parking	<b>Defer</b>
30048	<b>The Seeleys</b>	RPZ-Waiting restrictions	<b>Defer</b>
30054	<b>Kingsmoor</b>	Waiting	<b>Approve</b>
30055	<b>Kiln Lane</b>	Waiting Restrictions	<b>Defer</b>
30056	<b>Parndon Mill lane</b>	Waiting	<b>Defer</b>
30057	<b>Spencers Croft</b>	Review of parking in area	<b>Defer</b>
30058	<b>Market Street</b>	Waiting	<b>Defer</b>
30059	<b>Spring Hills</b>	Waiting	<b>Approve</b>
30060	<b>Tunnemead</b>	Waiting	<b>Defer</b>
30061	<b>Potter Street</b>	Waiting	<b>Approve</b>

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
30062	<b>Pemberley Academy</b>	School Entrance Markings	<b>Defer</b>

### Tendring District Council

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
24	<b>Clarkes Road-Dovercourt</b>	Waiting restriction and junction protection as parked vehicles causing line of site issues	<b>Defer</b>
26	<b>Milton Road- Lawford</b>	Junction protection due to parked vehicles obstructing junction exit	<b>Defer</b>
28	<b>Trinity Street- Mistley</b>	Waiting Restriction-free flow of traffic and motorist site line (obo Manningtree Town Council)	<b>Defer</b>
50004	<b>School Road- Elmstead Market</b>	School Restriction	<b>Defer</b>
50005	<b>Pathfield Road-Clacton</b>	School Restriction	<b>Defer</b>
50010	<b>Primrose Road-Holland</b>	School Restriction	<b>Defer</b>
50013	<b>High Street- Mistley</b>	Waiting Restrictions	<b>Reject</b>
50015	<b>Main Road-Upper Dovercourt</b>	Intro of limited waiting bays	<b>Defer</b>
50017	<b>Hordle Street-Harwich</b>	Residents Parking	<b>Defer</b>
50028	<b>Harwich &amp; Dovercourt</b>	Taxi Parking	<b>Reject</b>
50032	<b>Promenade Way-Brightlingsea</b>	Waiting Restrictions	<b>Defer</b>
50034/50072/50075	<b>Herbert/Key Road/Watson Road Clacton</b>	Residents Parking	<b>Defer</b>
50042	<b>School Road – Great Oakley</b>	School based parking	<b>Defer</b>
50049	<b>Chingford Avenue – Clacton</b>	Waiting restrictions to prevent school based parking	<b>Reject</b>
50057	<b>Garden Road – Jaywick</b>	Limited Waiting	<b>Defer</b>
50069	<b>Main Road-Harwich</b>	Extension of waiting restrictions following previous ECC scheme change	<b>Reject</b>
50071	<b>Williamsburg Ave-Harwich</b>	Waiting restrictions close to Lidl	<b>Approve</b>
50073	<b>Highfield Avenue-Dovercourt</b>	Residents parking, timed restriction, junction protection	<b>Defer</b>
50074	<b>Holland Park school</b>	Extension of school restriction times	<b>Approve</b>
50077	<b>High Street-Manningtree</b>	Waiting restrictions	<b>Defer</b>
50078	<b>Stephenson Road</b>	Waiting restrictions	<b>Approve (TDC to fund)</b>

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
50079	<b>Victoria Street-Walton</b>	Revocation of seasonal restriction	<b>Reject</b>
50089	<b>Church Rd-Thorrington</b>	School restriction	<b>Defer</b>
50091	<b>Wellesley Rd-Clacton</b>	Residents parking	<b>Defer</b>
50093	<b>Luff Way-Walton</b>	Waiting restrictions	<b>Reject</b>
50094	<b>Connaught Avenue-Frinton</b>	Loading bay	<b>Reject</b>
50095	<b>Blacksmiths Lane-Dovercourt</b>	Waiting restriction	<b>Defer</b>
50096	<b>Hughes Stanton Way</b>	Waiting restrictions	<b>Defer</b>
50115	<b>Windsor Court-Brightlingsea</b>	Waiting restrictions	<b>Defer</b>
50116	<b>Beckford Road-Mistley</b>	Junction protection	<b>Defer</b>
50017	<b>Waterside Brightlingsea</b>	Waiting restriction changes	<b>Approve</b>
50118	<b>Old Ipswich Road Ardleigh</b>	Waiting/Loading	<b>Approve (TDC to fund)</b>

#### **Uttlesford District Council**

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
10024	<b>Hawthorne Close - Takely</b>	Waiting restrictions	<b>D</b>
10032	<b>Rowntree Way/Pleasant Valley- Saffron Walden</b>	Waiting restrictions near Tesco entrance	<b>D</b>
10033	<b>Bridge Street-Saffron Walden</b>	Extension of current restrictions	<b>Approve</b>
10034	<b>Audley Road-Saffron Walden</b>	Removal of bays/intro of waiting restrictions	<b>Approve</b>

60108	<b>Raymond Gardens-Chigwell</b>	Junction protection	<b>Defer</b>
60109	<b>Taxi Ranks-Loughton-Epping</b>	Epping High Street-Loughton High Road	<b>Approve</b>
60110	<b>Sewardstone Road-Waltham Abbey</b>	Waiting restrictions	<b>Defer</b>
60111	<b>Sheering Lower Road-Ash Grove</b>	Extension of commuter restriction	<b>Defer</b>
60113	<b>Traps Hill-Loughton (doctors surgery)</b>	Junction/entrance protection	<b>Defer</b>
60114	<b>Gould Close-Moreton</b>	Restriction lines	<b>Defer</b>
60115	<b>Hillyfields-The Croft</b>	Junction protection	<b>Defer</b>
60116	<b>Amberley Road-Buckhurst Hill</b>	Waiting restrictions	<b>Defer</b>
60117	<b>Pyrles Lane-Loughton</b>	Waiting restrictions	<b>Defer</b>
60118	<b>Broomstick Hall Lane-Waltham Abbey</b>	School restrictions	<b>Defer</b>
60120	<b>Hillcrest Way-Epping</b>	Waiting restrictions	<b>Approve</b>
60121	<b>Trent Road-Buckhurst Hill</b>	Residents parking	<b>Approve</b>
60122	<b>Greenfields Close-Loughton</b>	Waiting restrictions	<b>Defer</b>
60123	<b>London Road-Potter Street</b>	Commuter restriction	<b>Approve</b>
60124	<b>Osprey Road-Waltham Abbey</b>	Waiting restrictions	<b>Defer</b>
60125	<b>Fountain Place-Waltham Abbey</b>	Residents parking	<b>Defer</b>

### Harlow District Council

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
30021	<b>Colt Hatch</b>	Requested parking scheme	<b>Defer</b>
30027	<b>New Hall</b>	Parking near football field	<b>Defer</b>
30028	<b>Church Langley</b>	Tesco access road and zebra crossing	<b>Defer</b>
30032	<b>Abercrombie Way</b>	Waiting	<b>Approve</b>
30034	<b>Harlow Mill Station</b>	Viability of on street pay and display	<b>Defer</b>
30035	<b>College Square</b>	Introduce short term P&D parking	<b>Defer</b>
30048	<b>The Seeleys</b>	RPZ-Waiting restrictions	<b>Defer</b>
30054	<b>Kingsmoor</b>	Waiting	<b>Approve</b>
30055	<b>Kiln Lane</b>	Waiting Restrictions	<b>Defer</b>
30056	<b>Parndon Mill lane</b>	Waiting	<b>Defer</b>
30057	<b>Spencers Croft</b>	Review of parking in area	<b>Defer</b>
30058	<b>Market Street</b>	Waiting	<b>Defer</b>

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
30059	<b>Spring Hills</b>	Waiting	<b>Approve</b>
30060	<b>Tunnemead</b>	Waiting	<b>Defer</b>
30061	<b>Potter Street</b>	Waiting	<b>Approve</b>
30062	<b>Pemberley Academy</b>	School Entrance Markings	<b>Defer</b>

### Tendring District Council

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
24	<b>Clarkes Road-Dovercourt</b>	Waiting restriction and junction protection as parked vehicles causing line of site issues	<b>Defer</b>
26	<b>Milton Road- Lawford</b>	Junction protection due to parked vehicles obstructing junction exit	<b>Defer</b>
28	<b>Trinity Street- Mistley</b>	Waiting Restriction-free flow of traffic and motorist site line (obo Manningtree Town Council)	<b>Defer</b>
50004	<b>School Road- Elmstead Market</b>	School Restriction	<b>Defer</b>
50005	<b>Pathfield Road-Clacton</b>	School Restriction	<b>Defer</b>
50010	<b>Primrose Road-Holland</b>	School Restriction	<b>Defer</b>
50013	<b>High Street- Mistley</b>	Waiting Restrictions	<b>Reject</b>
50015	<b>Main Road-Upper Dovercourt</b>	Intro of limited waiting bays	<b>Defer</b>
50017	<b>Hordle Street-Harwich</b>	Residents Parking	<b>Defer</b>
50028	<b>Harwich &amp; Dovercourt</b>	Taxi Parking	<b>Reject</b>
50032	<b>Promenade Way-Brightlingsea</b>	Waiting Restrictions	<b>Defer</b>
50034/50072/50075	<b>Herbert/Key Road/Watson Road Clacton</b>	Residents Parking	<b>Defer</b>
50042	<b>School Road – Great Oakley</b>	School based parking	<b>Defer</b>
50049	<b>Chingford Avenue – Clacton</b>	Waiting restrictions to prevent school based parking	<b>Reject</b>
50057	<b>Garden Road – Jaywick</b>	Limited Waiting	<b>Defer</b>
50069	<b>Main Road-Harwich</b>	Extension of waiting restrictions following previous ECC scheme change	<b>Reject</b>
50071	<b>Williamsburg Ave-Harwich</b>	Waiting restrictions close to Lidl	<b>Approve</b>
50073	<b>Highfield Avenue-Dovercourt</b>	Residents parking, timed restriction, junction protection	<b>Defer</b>
50074	<b>Holland Park school</b>	Extension of school restriction times	<b>Approve</b>

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
50077	<b>High Street-Manningtree</b>	Waiting restrictions	<b>Defer</b>
50078	<b>Stephenson Road</b>	Waiting restrictions	<b>Approve (TDC to fund)</b>
50079	<b>Victoria Street-Walton</b>	Revocation of seasonal restriction	<b>Reject</b>
50089	<b>Church Rd-Thorrington</b>	School restriction	<b>Defer</b>
50091	<b>Wellesley Rd-Clacton</b>	Residents parking	<b>Defer</b>
50093	<b>Luff Way-Walton</b>	Waiting restrictions	<b>Reject</b>
50094	<b>Connaught Avenue-Frinton</b>	Loading bay	<b>Reject</b>
50095	<b>Blacksmiths Lane-Dovercourt</b>	Waiting restriction	<b>Defer</b>
50096	<b>Hughes Stanton Way</b>	Waiting restrictions	<b>Defer</b>
50115	<b>Windsor Court-Brightlingsea</b>	Waiting restrictions	<b>Defer</b>
50116	<b>Beckford Road-Mistley</b>	Junction protection	<b>Defer</b>
50017	<b>Waterside Brightlingsea</b>	Waiting restriction changes	<b>Approve</b>
50118	<b>Old Ipswich Road Ardleigh</b>	Waiting/Loading	<b>Approve (TDC to fund)</b>

#### **Uttlesford District Council**

<b>Ref Number</b>	<b>Name of Scheme</b>	<b>Type of Restriction and brief summary</b>	<b>Current Status</b>
10024	<b>Hawthorne Close - Takely</b>	Waiting restrictions	<b>D</b>
10032	<b>Rowntree Way/Pleasant Valley- Saffron Walden</b>	Waiting restrictions near Tesco entrance	<b>Rejected</b>
10033	<b>Bridge Street-Saffron Walden</b>	Extension of current restrictions	<b>Approve</b>
10034	<b>Audley Road-Saffron Walden</b>	Removal of bays/intro of waiting restrictions	<b>Approve</b>
TBC	<b>Start Hill – Great Hallingbury</b>	Prevention of trucks parking on side of road	<b>Approve</b>



# North Essex Parking Partnership

17 December 2015

**Title:** On Street Charges

**Author:** Trevor Degville

**Presented by:** Trevor Degville

**This report proposes altering NEPP on-street tariffs in the Epping Forest District and Uttlesford Districts**

## 1. Decision(s) Required

- 1.1 To approve revisions to on-street parking tariffs in High Road Loughton and Queens Road Buckhurst Hill in the Epping Forest district. The proposed tariffs are shown in section 4 of this report.
- 1.2 To approve revisions to on-street parking tariffs in Abbey Lane, Castle Street, East Street, Gold Street and Museum Street in the Uttlesford district. The proposed tariffs are shown in section 4 of this report.
- 1.3 Members are asked to note the implementation of the change to resident parking permit charges which has previously been agreed.
- 1.4 To decide the introduction of a 6-hour Resident Parking Visitor Permit at the fee and through the channel shown in section 8 of this report.

## 2. Reasons for Decision(s)

- 2.1 The Joint Committee last considered the on-street charges in October 2014.
- 2.2 The Joint Committee is now asked to consider whether on-street charges should be altered to maintain parity with nearby car park tariffs, some of which have been amended since the matter was last considered by the Joint Parking Committee.

## 3.0 Car Park Tariffs in Epping Forest District and Uttlesford District

- 3.1 NEPP operates on-street pay and display parking in the Epping Forest District at High Road (Loughton) and Queens Road (Buckhurst Hill). Epping Forest District Council has car parks near to these locations. In 2015 a new off-street Order altering the tariffs in the car parks was made. The changes to the tariffs became operational in July 2015.
- 3.2 There are pay and display machines in five roads in Saffron Walden. These are Abbey Lane, Castle Street, East Street, Gold Street and Museum Street, which offer parking of up to one hour for 40 pence. The equivalent tariff for an hour in nearby car parks is 70 pence.

3.3 It is suggested that the tariffs at the on-street locations operated by NEPP are increased to reflect the tariffs in the nearby car parks.

#### 4.0 Proposals – On Street Pay & Display

4.1 The current tariffs at the locations in Epping Forest District are shown below with proposed new on-street tariffs. The changes will maintain parity with nearby car parks and generate an additional £46,450 income as a result.

**Table 1**

Location		Time	Current Tariff	Current Annual Income	Proposed Tariff	Estimated Annual Income
Epping Forest District	High Road	30 mins	£0.10	£6,400	<b>£0.20</b>	£12,800
		1 hour	£0.65	£27,000	<b>£0.90</b>	£37,500
		2 hours	£1.30	£500	<b>£1.80</b>	£700
	Queens Road	30 mins	£0.10	£5,150	<b>£0.20</b>	£10,300
		1 hour	£0.65	£18,250	<b>£0.90</b>	£25,250
		2 hours	£1.30	£37,000	<b>£1.80</b>	£54,200
<b>Total</b>				£94,466		£140,810

4.2 The current tariffs at the locations in Uttlesford District are shown below with proposed new on-street tariffs. The changes will maintain parity with nearby car parks and generate an additional £1,380 income as a result.

**Table 2**

Location		Stay Period Mon - Fri	Current Tariff	Current Annual Income	Proposed Tariff	Estimated Annual income
Uttlesford District	Abbey Lane	1 Hour maximum stay in all cases	£0.40	£800	<b>£0.70</b>	£1,400
	Castle Street			£150		£250
	East Street			£620		£1,100
	Gold Street			£975		£975
	Museum Street			£275		£475
<b>Total</b>				£2,820		£4,200

The income figures in Tables 1 and 2 do not include any overpayments made into the pay and display machines.

#### 5. Alternative Options

5.1 The tariffs could be left unchanged. This would make the NEPP on-street bays more attractive for motorists than the car park bays which may cause an increase in usage but does not support traffic management policies which encourage vehicles to use car parks.

5.2 For the traffic management reason explained in 5.1, the tariffs could be amended to a higher charge for parking on-street (and so closer to some destinations than in a car park). However, it could be suggested that NEPP is not supporting town centres if this was to be introduced.

## 6. Supporting Information

6.1 The current NEPP on-street tariffs in Tendring District Council areas are shown below for information. No changes to the tariffs in those areas are proposed.

Tendring District			
Harwich Quay	1 hour	£1.00	No change
	2 hours	£2.00	
	4 hours	£3.50	
	Over 4 hours	£5.00	

6.2 The Harwich Quay bay tariffs mirror the nearby Tendring District Council car park tariffs - householder permits issued by Tendring District Council are valid from 11am and free of charge parking operates between 3pm and 8am daily.

## 7.0 Resident Permits

7.1 The Committee is asked to note that the planned resident permit increase that was agreed by the Joint Committee on 26 June 2014, as part of the Development Plan, is due to be implemented at the start of the next financial year.

## 8.0 Resident Parking Visitor Permits

8.1 Requests have been received for shorter duration Visitor Permits. Presently, a Visitor Permit is booked for each stay and there is one option for a 24-hour stay.

8.2 Areas used to provide for many different types of permit and one of the aims of the Partnership was initially to refine the types of permit on sale and rationalise these to a few types, but make them available in all locations. A secondary aim was to reduce the use of scratch cards wherever possible.

8.3 It is proposed introduce a new 6-hour Visitor Permit slot which is neatly  $\frac{1}{4}$  of a day; handy time for accommodating builders, or visitors popping round for a short time. The existing Visitor Permit could be used to provide cover for longer periods

8.4 A fee is needed which must represent the true costs, including the opportunity cost of providing parking in the restricted area. The costs of merchant and service fees must also be covered.

8.5 A **fee of 60p** is proposed in order to cover service costs and provide a reasonable alternative to the 24-hour permit. It is proposed that the new permit be available on the MiPermit service only.

8.7 The 24-hour MiPermit Visitor Permit is £1.00 for MiPermit or £1.50 for the scratch-card; the fee for scratch-cards covers the additional costs of cost of production and distribution.

8.8 No change is proposed to the 24-hour scratch-card.



# North Essex Parking Partnership

17 December 2015

**Title:** Joint Patrolling Report  
**Author:** Richard Walker  
**Presented by:** Richard Walker, Group Manager

**This report provides information on the joint working trial which was undertaken with Tendring District Council**

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

- 1.1 The results of the trial are noted by Members and Tendring District Council (TDC) is thanked for its contribution.
- 1.2 Decide whether to continue with reactive enforcement provided by TDC Civil Enforcement Officers (CEO).
- 1.3 Decide if the new ParkSafe car will now patrol in the TDC area.

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

- 2.1 To plan for the future operation of the service.

## **3. Recommendations**

- 3.1 That the new ParkSafe car begins patrols in the TDC area in line with its previous success in other areas.
- 3.2 Further work is carried out to tackle the underlying behaviour and causes allowing anti-social parking around schools.

## **4. Introduction**

- 4.1 At its meeting on 6 March 2014, Tendring District Council approached the lead authority about carrying out for it some additional “reactive” enforcement using spare capacity. On 11 December 2014 the Joint Committee considered a further report where TDC would supply resources to jointly patrol different areas at key times as part of a pilot using delegated powers to appoint TDC CEOs to act on behalf of NEPP.
- 4.2 The stated aims of the trial were to provide additional enforcement activity at school times to be planned in addition to, and supplement, NEPP school patrols for the purpose of road safety, tackling congestion and providing access to local properties.

## **5. Trial Outcomes**

- 5.1 The trial itself is discussed in more detail in the Appendices. Members are particularly directed towards Tables 1, 2 & 3.
- 5.2 One of the overwhelming outcomes is that motorist behaviour is only temporarily influenced by the presence of a CEO. Whilst more visits have more influence, whenever a CEO is not present the situation of chaotic parking returns.
- 5.3 Results from the ParkSafe car trial shows that it was much more effective in issuing PCNs for contravention, and that this is effective in tackling behaviour by increasing the chance of being caught, rather than by on-site CEO visibility.
- 5.4 It is recommended that NEPP should look into the other issues which are presented by dangerous, careless and negligent parking near to and in the area around schools in order to investigate any measures which may be necessary to effect a fundamental change to motorist behaviour, with reference to the transport objectives.

## **6. Conclusion**

- 6.1 The cost to NEPP is hard to quantify; proportionately more cancellations have been found from Tending-issued notices, although some of these are due to the start-up issues. Officers in the Business Unit have reported that this causes more work as a result. Policy and quality standards must be implemented consistently. Officers in the NEPP Enforcement Unit have reported that having non-NEPP staff working in enforcement has caused more work as a result.
- 6.2 TDC (a partner in the NEPP) would like, and has spare capacity to enable, the trial to continue. Residents, especially those living near schools, always ask for more enforcement to continue taking place, which holds true for both NEPP and TDC.
- 6.3 NEPP has now recruited additional staff. The trial arrangement supplements and helps NEPP CEOs – it does not replace them; the trial has displayed neither any substantial success nor any particular failures.
- 6.4 An alternative would be to use the ParkSafe car with its associated publicity.
- 6.5 The main issue which has shown up is that of trying to positively influence driver behaviour, management of roads and traffic flow at school entrances. It is felt that it is this wider issue of anti-social parking which needs to be addressed.
- 6.6 It is recommended that the wider issue is discussed at a Workshop with Client Officers where wider initiatives such as Civils works and the latest regulations and sign/line schemes to tackle motorist behaviour can be considered with a view to bringing plans to a future meeting.

## **Appendix 1**

### **A. Recognition, Consistency & Standards**

- A.1 A scheme to recognise the amount of work completed, regardless of the outcome of PCNs (thus not being an incentive scheme), was proposed in order to help cover costs, taken from the proceeds of all PCN payments.
- A.2 All follow-up work would be within the NEPP system. The amount of enforcement work carried out would therefore be relevant to the trial.
- A.3 Resources provided in Partnership cover the hardware needs for the officers (equipment by the Authorities providing the officers and systems amendments and enforcement follow up by NEPP).
- A.4 All other areas apart from Tendring chose to have operating the ParkSafe car. A report elsewhere deals with the performance of the ParkSafe car and the accompanying promotional activity.
- A.5 Tendring's purpose in the trial has been to offer a presence outside schools. It is unknown whether these actions without enforcement could alter long-term driver behaviour.
- A.6 It was important for the delegated power to issue PCN's to be granted to Tendring officers during the trial for the reason that some ultimate sanction is always of genuine benefit in these situations; Ultimately motorists will only respond if enforcement action is taken.
- A.7 The trial would run for an initial period of six months, and if deemed a success then other partnering opportunities may be investigated.
- A.8 Alternatives would be for TDC simply to pass comments relating to on-street parking directly to NEPP for it to deal with directly.

### **B. Consistency & Standards**

- B.1 The NEPP's policy objectives are summarised in the Parking Enforcement Policy and Parking Operational Protocol. Statutory and Operational guidance requires certain minimum standards to be kept. An extract of the details of the appropriate standards for parking operations are given in the following paragraphs:
  - Civil Parking Enforcement (CPE) should contribute to the authority's transport objectives. A good CPE regime is one that uses quality-based standards that the public understands, and which are enforced fairly, accurately and expeditiously.
  - Enforcement authorities should aim to increase compliance with parking restrictions through clear, well designed, legal and enforced parking controls.
  - The Secretary of State considers that the exercise of discretion should, in the main, rest with back office staff as part of considering challenges and representations. This is to protect CEOs from allegations of inconsistency, favouritism or suspicion of bribery. It also gives greater consistency in the enforcement of traffic regulations.
- B.2 Consistently high enforcement standards should keep the number of representations down. Authorities should make it clear to CEOs that their job is to enforce the controls fairly with a view to achieving high levels of compliance.

- B.3 In practice this means that authorities need to ensure that all CEOs, whether employed or contracted, are:
- competent and willing;
  - supervised effectively; and
  - properly trained and clearly instructed about their conduct.
- B.4 The main duties of a CEO on patrol are:
- enforcing parking regulations by serving PCNs where vehicles are parked in contravention of the restrictions.
  - to note any other relevant information. This may be needed when considering representations and appeals. Increasingly, CEOs also record evidence using a digital camera.

## **C. Summary of the Trial**

- C.1 There were a number of issues with Technology in the beginning. The Handheld Computers (HHCT) used by TDC were not holding the time correctly, we believe this to have been an upload/download issue which is now resolved.
- C.2 There have also been on-going problems with photo cards being downloaded and added to cases. Despite most of the photos eventually appearing to have been transferred to the NEPP system from TDC, these have not been able to be assigned at Colchester. The photos for most recent PCNs have been uploaded by the system supplier directly and successfully assigned. Set-up issues accounted for five cancelled PCNs.
- C.3 There are over 45 schools in the TDC area, and even the additional reactive enforcement with 3 CEOs can only patrol a few sites a week.
- C.4 During the trial TDC has been concentrating efforts outside schools who have consistently called to complain about lack of officer presence. TDC has been most active at Oakwood and Frobisher schools and the most recent addition is Kirby school.
- C.5 It is difficult to quantify success in terms of facts and figures. The very presence of an officer is usually enough to prevent vehicles being left in contravention and this is evident in the number of penalties issued vs number of visits. However, it is vital that the officers have the powers to issue penalties if patrolling on-street, as without them the public will soon become wise to the fact that there are no consequences to be faced from TDC staff.
- C.6 The feedback TDC has had from the schools and non-offending parents on site has been very positive. A poll of the schools preference to have additional staff available for patrols could be sought if required.

## **D. Performance**

- D.1 It is difficult to quantify the success of the trial. Whilst the primary aim is not simply to issue as many PCNs as possible, there is nonetheless a requirement in Statutory Guidance that a CEO when enforcing will consistently and fairly issue a PCN whenever a contravention is encountered.
- D.2 The level of PCNs issued (regardless of the outcome of particular cases) is therefore a relevant measure to indicate the level of work undertaken. There has not been sufficient income to fund any of the trial, and the scheme has therefore been provided at the cost of spare capacity by TDC.

D.3 Furthermore, the reason for patrolling outside schools is to effect a long term change in driver behaviour, and with this aim, enforcement must be consistent and effective. It is relevant therefore to judge the performance of the trial against the standards (set out in section 2) and the overarching need in the areas around schools to change motorists' behaviour.

## **E. Qualitative measures**

- E.1 The reason for the Tendring involvement in patrolling schools was to react to complaints about parking unlawfully; Tendring's offer of help taken up was because of the lack of resources available from NEPP at the time. Tendring was able to supply already-trained Civil Enforcement Officers to satisfy local demand for a more regular presence with regard to these matters.
- E.2 Tendring has said that it very much appreciates the opportunity to patrol at schools, dropped kerb enforcement and any other areas where it would be able to supplement NEPP officers in areas or situations they are unable to attend as regularly as would be liked.
- E.3 NEPP has since been able to recruit additional CEOs and does not have the same pressure on resources as previously was the case.
- E.4 With regard to the trial, Tendring reports numerous compliments in respect of increased presence outside certain schools and the lack of complaints or the tailing off as such which should also present some positive aspect of this matter. There is not sufficient evidence from complaints and compliments before/after to draw any conclusions from this.
- E.5 A regular presence by uniformed officers helps satisfy local residents that every effort is being made and can reduce complaints made to Tendring Council which are passed on to the NEPP.
- E.6 Whilst in the short term the action of moving on vehicles might please local residents where school parking regularly presents itself as a problem, it is of little value if the root cause is not tackled and the errant motorist not issued with a PCN for ignoring the restrictions in place for safety.

## **F. Quantitative measures**

- F.1 Visits, observations and PCNs issued under the trial are summarised in Table 1 in Appendix 2, which is included at the end of this report – 50 visits resulted in the issue of 27 PCNs, 6 of which were at a Traveller's site (and not served).
- F.2 A separate review of the legislation relating to PCNs being not served as a result of threatening behaviour has been carried out; NEPP is correct in its policy not to serve these PCNs by post, as they were issued but not served by the CEOs whilst the motorist was present.
- F.3 By comparison, on average one PCN issued in every two visits by four staff is a fraction of the enforcement work that can be carried out by the ParkSafe car. Business Officers at NEPP have also reported a higher-than-normal ratio of work to PCNs issued from this trial.
- F.4 When cases are cancelled for the want of additional information then there is an additional cost to the operation; NEPP has worked tirelessly to reduce the number of PCNs where challenges and representations are deemed necessary.

- F.5 The trial has shown that a greater than normal amount of cancellations and written off cases has emerged, despite training and also considering the start-up issues (which are to be expected), because of the CEOs not applying the enforcement policy to the same standards as NEPP officers. Details are shown Table 2 in Appendix 2.
- F.6 Of those PCNs issued, there have been a number of processing errors, leading to 62% of issued cases being cancelled. 29% of cases were paid with a further 9% unresolved and in abeyance (e.g. presently at Charge Certificate stage).
- F.7 By comparison, from a sample size twice that of the trial, Table 3 in Appendix 2 shows that NEPP made 44 visits to schools between 01/07/2015 and 20/11/2015 across its East Area, resulting in a 43% payment rate and 16% cancellation rate. At 41%, more NEPP cases are not yet resolved, but the data relates to more recently-issued cases which will be at earlier stages of the process.
- F.8 Comparative figures from the ParkSafe vehicle, with a sample size twice that of the NEPP sample (four times the scale of the TDC trial), shows a payment rate of 74% - with these cases being relatively older than the NEPP CEO foot patrol sample and so more progressing to a resolved stage.
- F.9 NEPP officers would prefer to retain all PCN issuing in-house through its own operatives as direct measures can be taken without recourse to a third party provider, for instance in dealing with reasons for cancellation. Proportionately the trial has generated a greater workload and cost when compared with the rest of the operation.
- F.10 Overall, NEPP would expect to see good PCNs issued. NEPP expects a payment rate over 40% for this contravention type and the trial has only yielded 29%. In addition, where errors are made on street, a greater amount of officer time has to be spent ensuring all cases have been dealt with properly, in the back office; missed cases could lead to reputational issues if these have not been administered correctly.
- F.11 It is acknowledged that officers became more used to the policy as time progressed, although fewer PCNs were issued towards the end of the trial, even though it is reported that attendance was still requested.

## Appendix 2

Table 1

Visits	Clacton-on-Sea								Holland -on- Sea	Jaywic k	Kirby Cross	Total
	Agate Road	Balmoral Ave	Constable Avenue	Herbert Road	Pier Gap	Thomas Road	Windsor Ave	Windsor Road	Clacton Road *	Frobisher Drive	Halstead Road	
CEO900	1	1		1			7		2		1	
901		4	2			1	11	1	2	1		
902					1		3					
903		1					9				1	
<b>Total</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>30</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>50</b>
<b>Observations</b>												
900		1										
901		1	1									
902												
903												
<b>Total</b>		<b>2</b>	<b>1</b>									<b>3</b>
<b>PCNs</b>												
900		2	1				5					8
901		3	1			1	4		6*	1		16
902							1					1
903		1					1					2
<b>Total</b>		<b>6</b>	<b>2</b>			<b>1</b>	<b>11</b>		<b>6*</b>	<b>1</b>		<b>27</b>

PCNs marked with an asterisk (\*) were issued but not served to travellers at the Clacton Road site, not for school keep clears, and the PCN/NtO have been excluded from Tables 2 and 3.

An observation is required in most instances on yellow lines but not on clearways such as school zig-zags or certain other restrictions. An observation may not always lead to the issue of a PCN.

**Table 2**

Outcome		Number of PCNs issued	Proportion	
Cancelled	Wrong contravention code	5	24%	62%
	Wrong times on handheld	2	10%	
	PCN not issued by Officer	1	5%	
	Insufficient evidence to send PCN/NtO	5	24%	
In Abeyance (with bailiff)		2	9%	
Paid		6	29%	
<b>Total</b>		<b>21</b>		

This table does not include 6 PCNs indicated with \* in Table 1 above.

**Table 3**

Location	Sample size	Cancelled	Abeyance	Paid
<b>Tendring DC</b> trial (June – Oct)	21	62%	9%	29%
<b>NEPP East</b> (since 1 July)	44	16%	41%	43%
<b>ParkSafe</b>	117	26%	0%	74%

This table does not include 6 PCNs indicated with \* in Table 1 above.



# North Essex Parking Partnership

17th December 2015

**Title:** High Road Loughton Pay and Display Bays  
**Author:** Trevor Degville  
**Presented by:** Trevor Degville

## This report concerns additional pay and display bays in High Road Loughton

### 1. Decision(s) Required

1.1 Members are asked to approve or reject the proposal to advertise a Notice of Intention to introduce pay and display into three additional places in High Road Loughton. The additional places are shown in 4.1.

### 2. Reasons for Decision(s)

2.1 The introduction of pay and display parking in some locations was first considered by the Joint Committee in 2013, including the places in this report. Since that time Pay by Phone parking has been introduced by the NEPP at Station Road Marks Tey.

2.2 Since the meeting in 2013 it has become apparent that there is already a traffic order in place for pay and display in these locations. This can be seen in The Essex County Council (Epping Forest District Council) (Permitted Parking and Special Parking Area) (Consolidation) Order 2008 under schedule 52 – Pay and Display Monday to Saturday 9.30pm to 5pm maximum stay one hour

2.3 The places are currently not enforceable as there are traffic orders in place but pay and display parking is not available (no machines are installed and antiquated limited waiting signage is in place). This means that commuters and drivers can park for an unlimited time. The introduction of pay and display would ensure a turnover of spaces and greater opportunity for motorists to park to use the shops and other facilities near to the three areas.

2.4 It is now too late to install pay and display machines under the previous traffic orders and so a new traffic order would be required.

2.5 Any displaced motorists, such as shop workers and commuters who are currently using the bays, would have the option of using the nearby Traps Hill combined stay car park where over two hours costs £3.80 a day during weekdays.

2.6 High Road Loughton is an area where motorists are acclimatised to on-street pay and display parking as there are already pay and display bays in other parts of the road. A separate report at this meeting gives the current and proposed tariffs for on-street

parking in High Road. Although these bays could offer different parking options, mirroring the tariffs in the other pay and display bays would maintain consistency in High Road.

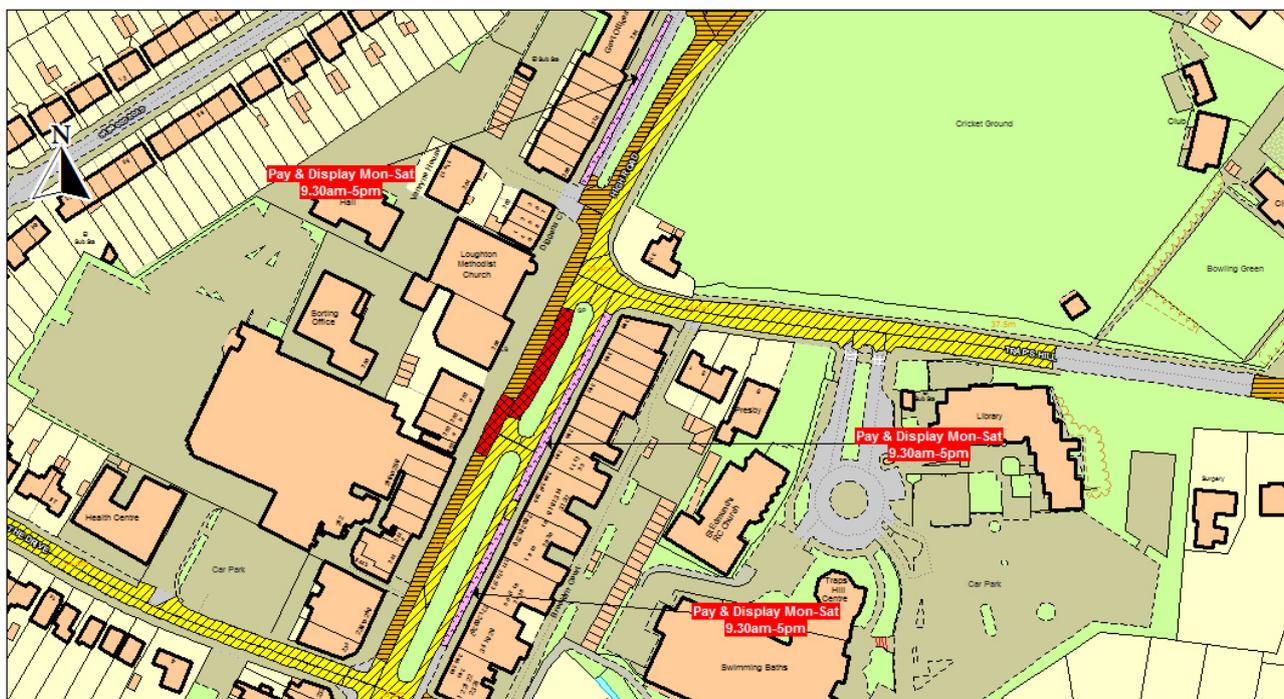
2.7 The three pay and display places would bring an additional income stream, this could be used for traffic orders and road marking maintenance in the future as the funding streams available for those purposes is uncertain. The income received from pay and display is more easily predictable than income from on-street enforcement, which is based on driver behaviour.

### 3. Alternative Options

3.1 To leave the three parking places unrestricted

### 4. Supporting Information

4.1 A map showing the locations and the areas covered by the pay and display traffic order that was not introduced is shown below:



 Essex County Council	High Road Loughton	<small>© Crown copyright. All rights reserved Essex County Council Licence No. LA 077070 2015</small>	
		SCALE	1 : 1480
		DATE	11/11/2015
		DRAWING No.	
		DRAWN BY	

#### 4.2 Recent photographs showing unrestricted parking in the bays:



### 5.0 Proposals

- 5.1 To advertise a Notice of Intention to introduce pay and display parking in the three places shown on the attached map at the same tariffs as the other pay and display bays in High Road Loughton. The Notice of Intention would allow objections to be made against the proposals. Any objections would need to be considered before any new traffic orders were sealed.



# North Essex Parking Partnership

17 December 2015

**Title:** North Essex Parking Partnership (NEPP) Financial Reserves  
**Author:** Richard Walker, Parking Partnership Group Manager  
**Presented by:** Richard Walker, Parking Partnership Group Manager

**This report invites Members to consider options for spending or retaining the reserve North Essex Parking Partnership funds**

## 1. Decisions Required

1.1. The report invites members to note the funds held in reserves by the NEPP and decide to commit expenditure for best achievement of its priorities.

## 2. Reasons for Decision

2.1. To ensure the future running of the service and that NEPP funds are spent or retained in line with its priorities and goals.

## 3. Background

3.1. The TRO funding is likely to be committed this year as it has in the previous two financial years. Approximately £60k p.a. over and above the ECC Maintenance funding of £150k is spent annually. A £35k surplus carried over from 2014/15 but the remaining funds have diminished each year.

3.2. Members should be aware that the Park Safe Car report has been circulated, which has already been included in 2015/16 budget forecasts, and an amount was committed to pay for replacement of one third of the Handheld Computers (£19k) at the last meeting, which is also already included in 2015/16 budget forecasts.

## 4. Recommendations

4.1. It is recommended that the following amounts are committed, as shown in detail in Table 2 of Appendix A:

### Recommendation 1:

To commit the whole balance of the Start-Up Fund (£48k) to body-worn video to support Enforcement Operations and a small balance to support a Bay Sensor trial. This would leave the Start-up Fund fully spent.

Summary of Commitments from **Start-up fund** (£):

Start-up Fund Opening Balance.....	+47,871	B
i. Body Worn Video (provisional sum).....	-35,000	B1
ii. Bay Sensor Trial .....	-12,871	B2
Sub Total .....	-47,871	B
Start-up Fund Closing Balance .....	0	

## Recommendation 2:

To transfer from the Parking Reserve (£171k) to support the making of Traffic Regulation Orders at existing levels an amount of £24k and commit a further £45k to support the purchase of new Handheld Computers. This would leave £100k in the Reserve.

Summary of Commitments and Transfers from **Civil Parking Reserve** (£):

Civil Parking Reserve Opening Balance .	+171,347	F
i. Handhelds - commitment .....	-45,000	A
ii. Transfer additional funds to TRO fund...	-24,222	H
Civil Parking Reserve Closing Balance ...	+102,125	E2

4.2. Making these transfers would leave c.£100k in the Reserve. A summary of the fund balances before and after these changes is shown below:

a) **In-Year Summary of Reserves 2015/16** (£):

Parking Reserves, comprising:

Start-up Fund .....	+47,871	B0
Civil Parking Reserve .....	+171,347	F
TRO Fund .....	+35,778	G
Sub Total opening balance .....	+254,996	E1

In-year Commitments 2015/16:

i. Commitments 2015/16 – net change ...	-152,871	A+B+C (TRO net inclusive)
Civil Parking Reserve closing balance ....	+102,125	E2

b) **Summary of TRO Fund 2015/16** (£):

TRO Fund Opening Balance .....	+35,778	F
ii. Transfer Reserve funds to TRO fund ....	+24,222	H
iii. ECC Maintenance fund contribution .....	150,000	
iv. In-year TRO commitments 2015/16 .....	-60,000	C
v. TRO & Maintenance commitments .....	-150,000	
TRO Fund closing balance .....	0	E3

## 5. Alternative Options

- 5.1. Due to legislation there are no alternative options in relation to spending of the funds which must be spent in accordance with s.55 of the Road Traffic Regulation Act 1984 (as amended). Essentially this means funds can be spent on parking, highways or transport schemes first and services in the area where the services are provided.
- 5.2. NEPP could agree to commit all or none of its on-street reserves as it has no regulations governing what it needs to retain. It has been agreed at previous meetings that a £100k minimum would be prudent.

## 6. Supporting Information

- 6.1. Details of the reserves held, and the effect of recommended actions are shown in Appendix A. To assist Members understanding the following definitions may be helpful:
- **TRO Fund:** This is where any unspent amounts from the £150,000 annual allowance are placed. In the last two years this amount has been fully spent so money has been drawn down to meet the demand from the agreed schemes
  - **Civil Parking Reserve:** This is the total net surplus from previous years which can be retained (see para 5.1) or spent on NEPP or transport-related projects.

## Appendix A

	2013/14			2014/15			2015/16			
	Opening Balance	Net Movement	Closing Balance	Opening Balance	Net Movement	Closing Balance	Opening Balance	Transfers	Net Commitment	Projected Closing Balance
	£	£	£	£	£	£	£	£	£	£
<b>Area of NEPP Reserve</b>										
Start-up funds *	-47,871	0	-47,871	-47,871	0	-47,871	-47,871 B0	0	47,871 B	0
TRO in		-150,000			-150,000				-150,000	
TRO out		150,000			150,000				150,000	
TRO Fund	-163,857	67,105	-96,752	-96,752	60,974	-35,778	-35,778 G	-24,222 H	60,000 C	0 E3
New Civil Parking reserve	0	-151,991	-151,991	-151,991	-19,356	-171,347	-171,347 F	24,222 H	45,000 A	-102,125 E2
<b>NEPP Sub-Total</b>	-211,728	-84,886	-296,614	-296,614	41,618	-254,996	-254,996 E1	0	152,871	-102,125 0 checksum
Agreement: Cashflow amount (ring-fenced to TROs)	-100,000	0	-100,000	-100,000	0	-100,000	-100,000	0	0	-100,000
<b>Grand Total</b>	-311,728	-84,886	-396,614	-396,614	41,618	-354,996	-354,996	0	152,871	-202,125

\*(ring-fenced, from the previous CBC operation)

<b>TRO Fund in-year spend</b>	217,105	210,974	210,000
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**NB.** TRO funds receive £150k from ECC each year - the fund was also primed with £250k backlog fund at the start.

The fund is being eroded at c.£60k p.a. more than it is being topped up.

### Suggested budgets

Handhelds	45,000 A
B.W.V. - provisional sum	35,000 B1
balance for Bay Sensor Trial	12,871 B2
	<u>47,871 B</u>

The startup fund balance

Add to TRO fund	24,222
TRO spend from existing fund	35,778
	<u>60,000 C</u>

Transfer balance to TRO to support existing spend

### Summary

Civil Parking reserve - change	152,871
Prior Fund	-254,996
New Fund	-102,125

Keep £100k in reserve

**NORTH ESSEX PARKING PARTNERSHIP (NEPP)  
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2016-17**

<b>COMMITTEE / WORKING GROUP</b>	<b>DRAFT REPORT DUE DATE</b>	<b>CLIENT OFFICER MEETING</b>	<b>JOINT COMMITTEE MEETING</b>
<b>Joint Committee for On/Off Street Parking (AGM)</b>	20 May 2016	26 May 2016 10-12pm Grand Jury Room, Town Hall Colchester	23 June 2016 1.00 pm Grand Jury Room, Town Hall, COLCHESTER
<b>Joint Committee for On/Off Street Parking</b>	30 September 2016	6 October 2016 10-12pm Colchester	27 October 2016 1.00pm Epping District Council
<b>Joint Committee for On/Off Street Parking</b>	18 November 2016	24 November 2016 10-12pm Colchester	15 December 2016 1.00pm Braintree District Council
<b>Joint Committee for On/Off Street Parking</b>	11 February 2017	2 March 2017 10-12pm Colchester	23 March 2017 1.00pm Tendring District Council
<b>Joint Committee for On/Off Street Parking</b>	19 May 2017	25 May 2017 10-12pm Colchester	15 June 2017 1.00pm Rowan House Colchester Borough Council

## NORTH ESSEX PARKING PARTNERSHIP (NEPP)

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

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
<b>Joint Committee for On/Off Street Parking (AGM)</b>	14 May 2015	21 May 2015 10-12pm Grand Jury Room, Town Hall Colchester	18 June 2015 1.00 pm Grand Jury Room, Town Hall, COLCHESTER	Scheme Updates	Trevor Degville/Shane Taylor (PP)
				TRO Schemes for approval	Trevor Degville/Shane Taylor (PP)
				Draft Accounts 2014/15	Steve Heath (CBC) 01206 282389
				Annual Governance Statement/ Risk Register	Hayley McGrath (CBC) 01206 508902
				NEPP On and Off Street Financial Position 2014/15	Matthew Young (CBC) /Richard Walker (PP)
				Braintree DC Task and Finish Review Recommendations	Richard Walker (PP)
				Parking Policy Review	Richard Walker (PP)
				Annual Report	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)
CCTV Vehicle - Options	Richard Walker (PP)				
<b>Joint Committee for On/Off Street Parking</b>	01 October 2015	08 October 2015 10-12pm G3, Rowan House Colchester	29 October 2015 Weeley Council Chamber, Tendring District Council	Budget Update: 6 month position	Richard Walker/
				Operational Report	Richard Walker / Lou Belgrove (PP)
				Annual Report	Richard Walker (PP)

<b>COMMITTEE / WORKING GROUP</b>	<b>DRAFT REPORT DUE DATE</b>	<b>CLIENT OFFICER MEETING</b>	<b>JOINT COMMITTEE MEETING</b>	<b>MAIN AGENDA REPORTS</b>	<b>AUTHOR</b>
				Scheme Updates TRO Schemes for approval	Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP)
<b>Joint Committee for On/Off Street Parking</b>	19 November 2015	26 November 2015 10-12pm Grand Jury Room, Town Hall, Colchester	17 December 2015 1.00pm Griffin Suite, Latton Bush Centre, Harlow	On-Street Charges Joint Patrolling Report Highroad Loughton Pay and Display Bays North Essex Parking Partnership Financial Reserves North Essex Parking Partnership Financial Update Period 8 Forward Plan 2016/17	Trevor Degville (PP) Richard Walker (PP) Trevor Degville (PP) Richard Walker (PP) Richard Walker (PP) Jonathan Baker
<b>Joint Committee for On/Off Street Parking</b>	11 February 2016	18 February 2016 10-12pm G3, Rowan House Colchester	17 March 2016 1.00pm Uttlesford District Council	Policy Review Operational Report TRO Schemes for approval	Richard Walker (PP) Lou Belgrove (PP) Trevor Degville/Shane Taylor (PP)
<b>Joint Committee for On/Off Street Parking</b>	19 May 2016	26 May 2016 10-12pm G3, Rowan House	23 June 2016 G3, Rowan House Colchester	Annual Governance Statement/ Risk Register (schedule high up the agenda) Operational Report Scheme Updates Annual Report Parking Write Offs	Hayley McGrath (CBC) 01206 508902 Richard Walker / Lou Belgrove (PP) Trevor Degville/Shane Taylor (PP) Richard Walker Richard Walker

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker  
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# North Essex Parking Partnership

## Joint Working Committee Off-Street Parking

**Griffin Suite, Latton Bush Centre,  
Southern Way, Harlow, CM18 7BL**

**17 December 2015 at 1.00 pm**

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



# North Essex Parking Partnership

## Joint Committee Meeting – Off-Street

1pm, Thursday 17 December, Griffin Suite, Latton Bush Centre, Southern Way,  
Harlow, CM18 7BL

### Agenda

#### Attendees

##### Executive Members:-

Susan Barker (Uttlesford)  
Anthony Durcan (Harlow)  
Dominic Graham (Colchester)  
Robert Mitchell (Braintree)  
Gary Waller (Epping Forest)

##### Officers:-

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

- |  | Introduced by        | Page       |
|--|----------------------|------------|
| <b>1. Welcome &amp; Introductions</b>  |                      |            |
| <b>2. Apologies</b>  |                      |            |
| <b>3. Declarations of Interest</b><br>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><br>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><br>To approve as a correct record the Minutes of the 29 October 2015 meeting.  |                      | <b>1-2</b> |
| <b>6. NEPP Off Street Financial Position Period 8 2015/16</b><br>The Joint Committee will receive a financial update on Period 8 to note, which will be circulated prior to the meeting. | <b>Matthew Young</b> |            |

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

**29 October 2015 at 1.00pm  
Council Chamber, Council Offices, Thorpe Road, Weeley,  
CO16 9AJ**

Executive Members Present:-

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

Apologies: -

Councillor Dominic Graham (Colchester Borough Council)

Also Present: -

Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Stephanie Barnes (Parking Partnership)  
Lou Belgrove (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Joe McGill (Harlow District Council)  
Andrew Taylor (Uttlesford District Council)  
Alexandra Tuthill (Colchester Borough Council)  
Richard Walker (Parking Partnership)  
Matthew Young (Colchester Borough Council)

Apologies:-

Paul Partridge (Braintree District Council)  
Samir Pandya (Braintree District Council)

## **6. Declaration of Interests**

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

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

## **7. Minutes**

*RESOLVED* that the minutes of the meeting of the Joint Committee for Off-Street Parking of 18 June 2015 be confirmed as a correct record.

## **8. Operational Report**

Lou Belgrove, Parking Partnership, introduced the Off-Street Operational Report for the Committee to note.

The Committee welcomed the report but requested that the format of displaying the number of cashless permits needs to be improved.

Matthew Young highlighted that Colchester was about to commence a contactless payment trial in one of its car parks. Matthew Young stated that Trevor Degville was setting up the trial on four machines, and that an update on the success of the trial will be provided at the next meeting as part of the Operational report.

*RESOLVED* that the Operational Report be noted.

#### **9. NEPP Off Street – Financial Position 6 2015/16**

Matthew Young, Head of Operational Services, Colchester Borough Council, introduced the North Essex Parking Partnership Off-Street Financial Position 6. The report is presented to the Committee for information and scrutiny.

Matthew Young stated that the report highlights that it is expected that the Off-Street service will remain in surplus at the end of the year.

*RESOLVED* that the NEPP Off-Street Financial Position 6 2015/16 be noted.