



# North Essex Parking Partnership

## Joint Committee On-Street Parking

Uttlesford District Council,  
Committee Room, Council Offices,  
London Road, Saffron Walden,  
Essex CB11 4ER

**3 October 2019 at 1.00 pm**

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



## North Essex Parking Partnership

### Terms of Reference of the Joint Committee

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

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

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

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

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

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

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

The Joint Committee has the following specific responsibilities:

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

### Strategic Planning

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

### Committee Operating Arrangements

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

### Service Delivery

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

### Monitoring

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

### Decision-making

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

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

### Accountability & Governance

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

**North Essex Parking Partnership  
Joint Committee Meeting – On-Street**  
Thursday 3 October 2019. Committee Room, Council  
Offices, Uttlesford District Council, London Road,  
Saffron Walden, Essex CB11 4ER

**Attendees**

**Executive Members:-**

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

**Agenda**

**Officers:-**

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

**Introduced by    Page**

**1. Welcome & Introductions**

**2. Apologies and Substitutions**

**3. Declarations of Interest**

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.

**4. Have Your Say**

The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.

**5. Minutes**

To approve as a correct record the draft minutes of the Joint Committee meeting held on 20 June 2019.

**1-10**

## North Essex Parking Partnership

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|---|------------------------|--------------|
| <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>11-18</b> |
| <b>7. Draft Obstructive and Footway Parking Policy</b><br>The report asks the Committee to note the relevant timescales and decide the future Obstructive Parking Policy.   | <b>Richard Walker</b>  | <b>19-24</b> |
| <b>8. Finance Report – End of P5</b><br>This report sets out the financial position as at the end of P5 (August).   | <b>Lou Belgrove</b>    | <b>25-26</b> |
| <b>9. Annual Report 2018/19</b><br>This report provides information for members on the work of the Parking Partnership during the 2018/19 Financial Year. Committee will note the report.   | <b>Richard Walker</b>  | <b>27-42</b> |
| <b>10. Forward Plan 2019-20</b><br>To note the North Essex Parking Partnership Forward Plan for 2019-20.  | <b>Owen Howell</b>     | <b>43-46</b> |

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

**20 June 2019 at 1.00pm**

**Grand Jury Room, Town Hall, Colchester Borough Council**

Members Present:

Councillor Richard Van Dulken (Braintree District Council)  
Councillor Mike Lilley (Colchester Borough Council)  
Councillor Robert Mitchell (Essex County Council)  
Councillor Danny Purton (Harlow District Council)  
Councillor Michael Talbot (Tendring District Council)

Substitutions:

Councillor Alex Armstrong for Councillor Deryk Eke (Uttlesford District Council)

Apologies:

Councillor Nigel Avey (Epping Forest District Council)

Also Present:

Michael Adamson (Parking Partnership)  
Lou Belgrove (Parking Partnership)  
Richard Block (Colchester Borough Council)  
Liz Burr (Essex County Council)  
Richard Clifford (Colchester Borough Council)  
Emma Day (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Councillor Mark Goacher (Colchester Borough Council)  
Simon Jackson (Uttlesford District Council)  
Councillor Brian Jarvis (Colchester Borough Council)  
Councillor Cyril Liddy (Colchester Borough Council)  
Hayley McGrath (Colchester Borough Council)  
Paul Partridge (Braintree District Council)  
Miroslav Sihelsky (Harlow Council)  
Ian Taylor (Tendring District Council)  
Richard Walker (Parking Partnership)

**37. Appointment of Chairman**

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

### **38. Appointment of Deputy Chairman**

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

### **39. Declaration of Interests**

No declarations were made.

### **40. Have Your Say**

Councillor Liddy (Colchester Borough Council) addressed the Committee to enquire as to what arrangements and ideas have been discussed by the Parking Partnership regarding a potential government ban on pavement parking.

The Chairman clarified that the main issue concerned obstruction parking, which included parking that prevented the use of pavements. Whilst pavement parking is entirely prohibited in London, it is not banned in counties such as Essex. The Joint Committee wished to avoid a blanket ban on pavement parking, in favour of allowing local areas to set restrictions on where pavement parking should be prohibited (such as where this would leave accessible pavement of less than four feet in width). Furthermore, the Committee was seeking to have the offence of obstruction parking decriminalised so that enforcement action could be carried out by the Parking Partnership's Civil Enforcement Officers (CEOs).

Councillor Purton agreed that the Parking Partnership must be prepared for when new powers or regulations come into force. At least six months should be given to prepare a response and a set process would be needed by which new regulations are introduced and resources allocated.

*RESOLVED* that the Joint Committee receive a report at its meeting on 3 October to discuss policies which could be put in place to tackle obstruction parking and safeguard safety of pedestrians, especially those who are vulnerable.

Councillor Mark Goacher also raised issues regarding pavement parking, noting existing powers which could be used to tackle this. Councillor Goacher stated to the Committee that there was often confusion between powers held by CEOs and powers held by Police officers. He gave examples of areas where pavement parking caused problems for pedestrians and asked for details of what enforcement the Partnership can conduct, and whether clarification could be given as to the different responsibilities in place for enforcement.

The Chairman explained that Parking Partnership's CEOs could only provide enforcement where there are parking restrictions in place, whether vehicles are parked at the kerbside or on to the pavement. CEOs can only issue Penalty Charge Notices (PCNs) whereas Police officers can issue Fixed Penalty Notices (FPNs). Whilst the Parking Partnership does not currently have powers to conduct enforcement against 'moving-vehicle' offences, the Joint Committee would welcome these, if granted. Councillor Mitchell explained that, should obstruction parking be

decriminalized, and the Parking Partnership be able to commence enforcement action, communications efforts would be made to publicise this.

Richard Walker, Parking Partnership Group Manager, confirmed that the Transport Select Committee was currently conducting an inquiry into the issue of pavement/obstruction parking. Any policy on this subject put in place by the Parking Partnership could not be a blanket policy but would need to consider where pavement parking may be appropriate. Any policy would be discussed and fine-tuned by the Joint Committee.

Mrs Anne Dew addressed the Committee to inform members of infractions against the residential parking scheme in West Stockwell Street, Colchester, and to request information as to how Enforcement Officers could tell which cars were in breach of such schemes, now that paper permits were not issued. She further requested information on what enforcement action is taken when non-permit holders are reported as parking within the area of a residential parking scheme.

It was explained that significant savings have been achieved through no-longer issuing paper parking permits. Richard Walker explained that Enforcement officers' hand-held devices have access to records of all permit holders and can identify cars which are in breach of residential parking areas. Regular patrols are carried out in the Dutch Quarter and Richard Walker agreed to send Mrs Dew the statistics of these. Penalty Charge Notices (PCNs) are still printed and attached to vehicles, and Richard was able to inform Mrs Dew that 20 PCNs had so far been issued in West Stockwell Street during June, with seven already paid.

#### **41. Minutes**

*RESOLVED* that the minutes of the Joint Committee meeting held on 19 March 2019 were confirmed as a correct record.

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

Hayley McGrath, Corporate Governance Manager at Colchester Borough Council, introduced the report and reaffirmed that whilst it was no longer mandatory for the Joint Committee to approve a governance statement and small-bodies return, the Committee would still be provided with details of control arrangements and assurance as to their effectiveness.

The information and audit report provided to the Committee had been reviewed by Hayley McGrath and Richard Walker, Parking Partnership Group Manager, before being discussed with Client Officers. Members of the Committee were invited to contact Hayley to discuss and questions or concerns which they may have regarding governance matters.

No significant issues were raised in the audit report. Four Level-Two recommendations had been made; these would need to be resolved but were not significant. The audit had confirmed that substantial assurance was in place and that there were no particular governance concerns raised regarding Colchester Borough Council's governance arrangements for the Parking Partnership.

The Committee welcomed the report and the substantial assurance rating awarded. It was noted that some previous reports had not been so positive, and that this was a sign of the organisation's maturity.

In response to questions regarding bailiffs, Hayley McGrath explained that bailiff interactions were not covered under this audit report, but customer complaint handling was covered. The use of bailiffs was examined as part of a separate audit covering Colchester Borough Council, with no concerns being raised.

In response to questions regarding the two recommendations raised on 'Procedures for the Collection of Car Park Fees', Hayley McGrath explained the recommendations as listed at 2.1 and 2.2 of the audit report. She also provided a summary of the audit process. Auditors discuss audit matters with officers before compiling a draft report. This draft is then sent to the relevant manager (in this case, Richard Block, Assistant Director (Environment) at Colchester Borough Council). A management response will be produced where recommendations will be accepted or challenged. Once all recommendations have been agreed, the audit report will be signed off and work will commence to address the recommendations.

A Committee member requested that an annual summary report on complaint performance be brought to the Committee. Hayley McGrath confirmed that regular updates will be provided to cover statistics on complaints regarding the Parking Partnership.

A concern was raised regarding the time it takes for PCN payments to be processed and issues arising should payments be made to the incorrect local authority. Hayley McGrath explained that the audit process would follow a sample of such transactions as far as possible to ensure the correct process is followed and that payment is made to the correct local authority. Collections in the Colchester Borough are also examined as part of a separate audit. She requested that if any Committee members or client officer had any concerns about transactions, they should contact her to request a review by the auditors. It was noted that one such occurrence had been noted, where a PCN charge generated in Uttlesford had then been paid to Braintree District Council, and the money then directed from Braintree District Council to Uttlesford District Council.

The Chairman noted that the 'direction of travel' arrows on page 22 were unclear. It was requested that future reports use clearer arrows/graphics in order to avoid confusion.

*RESOLVED* that;

- a) The Committee noted the Annual Governance Review of the North Essex Parking Partnership;
- b) The Committee reviewed the Internal Audit report for the North Essex Parking Partnership.

### **43. Annual Review of Risk Management**

Hayley McGrath, Corporate Governance Manager at Colchester Borough Council, introduced the report and briefed the Committee on the risk management arrangements at the Parking Partnership, clarifying the differences between operational risks (assessed and addressed by officers) and strategic risks, which were included on the Strategic Risk Register and overseen and approved by the Joint Committee on Parking. Strategic risks tended to be risks relating to policies, future plans, or issues which critically affect the Parking Partnership. Hayley McGrath confirmed that the Joint Parking Committee received regular updates on the Strategic Risk Register, with an annual summary at the AGM. The Committee oversaw this Risk Register and agreed any changes to it.

No significant changes were recommended, with two risks now scored so low that they could be removed from the Risk Register, and no trend for increases in risk severity. The risk scoring process was explained, with a total risk score for each risk, combining likelihood and potential severity of impact.

Hayley McGrath explained that the Committee was also responsible for reviewing the Risk Management Strategy, and that she reviews this each year prior to the Joint Parking Committee examining and approving it.

A Committee member asked whether there was a risk implication from members of the Committee not being notified of 'near-misses' and whether examples of such 'near-misses' could be provided to the Committee to increase members' awareness of potential issues. The Chairman supported this suggestion and informed the meeting that in practice, potentially-serious near-misses have been reported to the Chairman. He noted that it was positive to see that all-but-one risks were now scored beneath the line of risk tolerance.

Committee noted that although Risk 16 had been removed from the Register, it was still on the Risk Matrix. The Chairman requested that the Matrix be duly amended.

Questions were raised regarding the recommendation that risk 6 be removed from the Register, due to its low risk rating. The Chairman explained that the rating of this risk had been greatly reduced and so the risk itself was no-longer considered to be significant. Hayley McGrath expanded on this to explain that that risk had not reached a 'zero' score, but that the Strategic Risk Register only included on the main concerns facing the organisation. 'Managed' risks and risks which are highly unlikely to occur are managed by officers, but should such risks gain in their severity and/or likelihood, then they may be added to the Strategic Register for the Committee to consider. They will continue to be considered by officers, and local authorities within the Parking Partnership will be briefed on any significant matters relating to them.

*RESOLVED* that;

- a) The Risk Management Strategy for 2018/19 be endorsed;
- b) The Joint Committee reviewed and commented on the risk register for the North Essex Parking Partnership;
- c) The reference to Strategic Risk 16 be deleted from the Risk Matrix.

#### **44. NEPP Annual Report Data for 2018/19**

Richard Walker, Parking Partnership Group Manager, introduced the Annual Report Data for 2018/19 and explained that there was a requirement that the Parking Partnership's performance data be published on DataShare. Quarterly reporting of performance data had been introduced for the Parking Partnership, which was the first such organisation in the UK to do so. The data presented in this report consists of the year-end data for the NEPP. A member of the Committee stressed the importance of providing explanatory content for this data, in order to mitigate the risk that the figures may be used out of context by people external to the NEPP in a way that damages the Parking Partnership's reputation. Richard Walker highlighted the challenges relating to Freedom of Information requests, especially from journalists, where raw data can be provided without an accompanying explanation.

The Committee were informed that the media maintained an interest in parking income. Questions were raised as to the appearance that PCN numbers have increased since 2013. It was noted that 2013 was only two years after the NEPP had been formed, and that in recent years there had been no significant increase in parking charges issued. It was also noted that this was in spite of new parking schemes being introduced each year leading to a greater overall number of schemes and restrictions to be enforced.

It was noted that, on Table 5 of Appendix 1, the 2018/19 figures for on-street and off-street parking were incorrect. The number of Civil Enforcement Officers employed for on-street and off-street enforcement should read 30.6 and 12.4 respectively. Richard Walker explained that the number of parking charge notices issued was affected by good spring weather, which allowed for longer patrols and more intensive enforcement. Poor weather would prevent officers from patrolling so far and in some cases could obscure road markings, preventing them from being enforceable.

In answer to a question regarding appeals to the traffic penalty tribunal, Richard Walker confirmed that there were so few cases appealed that this registers as 0% of cases. The Committee requested that this be amended to give more decimal places in order to show that there are some appeals made.

*RESOLVED* that the NEPP Annual Report data for 2018/19 be noted.

#### **45. Finance Report – End of Year and Reserves**

Lou Belgrove, NEPP Business Manager, introduced the Financial report and explained that almost £260k had been paid into reserves during the year, with no calls being made on the reserve fund. This left the Civil Parking Reserve at £1.3m.

A Committee Member questioned to what the asterisk in Appendix 1 referred. It was explained that this may have been erroneously left in from when the accounting table had referred to projections of totals, rather than the confirmed year-end actuals. Richard Walker agreed to investigate and provide an answer.

In response to questions regarding where the Reserve was located and whether interest was paid, Richard Block, Assistant Director informed the Committee that the Reserve sat in a ring-fenced fund with Colchester Borough Council and did garner

interest. It would be possible to show the treasury management arrangements governing this, and the specific fund locations for the Reserve, should the Committee wish to receive these details.

*RESOLVED* that:

- a) The financial positions at the end of 2018/19 be approved;
- b) The Reserve fund position be noted.

#### **46. NEPP Medium-Term Plan, Reserve and Work Programme**

Richard Walker, NEPP Group Manager, presented the NEPP Medium-Term Plan, Reserve and Work Programme. The report asked the Committee to note the details as set out in the appendix and to decide whether to adopt the recommended approach as set out in the Medium-Term Financial Plan, and whether to delegate powers to the Group Manager regarding the addition of projects to the work programme, which will receive funding from surplus reserve funds.

Richard highlighted that an expected draw upon reserves of £185k for traffic regulation orders (TROs) had not been necessary. Since 2017, the NEPP no-longer received funding for providing its TRO functions, which were budgeted at costing roughly £210k per annum. This indicated that the TRO functions would likely cost approximately £840k for the remaining span of the Partnership Agreement, and this had been budgeted for in the level of reserves held. There has however been no need to draw upon these reserves thus far as the Technical Service responsible for TRO functions has been funded within the annual income instead.

Richard Walker explained that, whilst it had been recommended that a level of reserves be maintained, it had also been recommended that the 'surplus' reserves be used to spend on additional projects and parking schemes. This necessitated a set process for deciding which suggested projects receive funding, for a work programme to be set and a process for populating the programme with the approved projects. Thus, the Committee was requested to approve the process whereby projects are assessed for inclusion on the draft work programme, and for the programme to then be considered by the Committee at its December 2019 meeting.

Richard Walker detailed the types of project which would be considered. These included capital investments such as improving or installing directional or informational parking signage, small-scale projects (e.g. installation of a small number of parking bays) or work to collect data especially in areas where the Partnership and/or local authorities will potentially need to collect data in the future. Larger projects will be considered, although a repayment scheme may need to be put in place to repay funding from the Reserve in these cases. Projects involving one-off funding requirements would also be admissible for consideration.

A Committee member highlighted that past proposals had been made but had been problematic, and further suggested that one possible project could be to install and administer disabled parking bays.

A potential further use for reserve funding was potentially to increase the number of TROs put to the Committee for approval. The Chairman noted that it was currently

the NEPP's policy that it would not consider restrictions within new residential development within the first five years following construction, but that the NEPP had expertise in parking matters and could take an impartial view, compared to developers who often look to maximise the housing density without full consideration of street parking.

A member of the Committee asked whether the NEPP could look at providing charging bays for electric cars, and options as to how they be enforced so as to prevent their use purely as a parking space. Richard Walker informed the Committee that this was already under consideration in Peterborough, that the parking space and charging unit could automatically report on whether the space and charging unit were in use and notify officers if a vehicle was parked but not being charged, thus simplifying enforcement. Richard Walker would investigate whether the payment for using such a parking space would be for use of the space or use of the electricity. Samir Pandya, Operations Policy and Strategy Manager (Braintree District Council) informed the Committee that there was an example in his Council's area where such a charging point was in use and users were charged for the parking bay, rather than the power drawn from the unit (George Yard Shopping Centre).

The Committee then discussed the difficulties in identifying genuinely environmentally-friendly fully electric vehicles from hybrid vehicles, the frequent use of hybrids without charging points being used, and difficulties in siting fast-charging points for electric vehicles.

Richard Walker was asked whether there would be a restated process for the submission of new bids and whether councillors from each local authority could consider the criteria by which bids would be assessed. He was also asked whether the planned visits to each authority by the NEPP Project Officer would still go ahead. Clarification on the bidding process was sought. In response, Richard Walker explained that the window was currently open for bids to be made for potential consideration by the Committee at its December 2019 meeting. The Project Officer post was currently vacant, but interviews were scheduled for 27<sup>th</sup> June and the successful candidate would arrange to visit each local authority following their appointment.

*RESOLVED* that the Joint Parking Committee:-

- a) Noted the Medium-Term plan illustration in the appendix;
- b) Noted the likely effects of costs on the operation in future;
- c) Noted the ways the operational service is managing these issues;
- d) Adopted the approach set out in the Medium-Term Financial Plan;
- e) Delegated to the Group Manager the addition of schemes compliant with the scoring system to the Work Programme, reporting to the Joint Parking Committee meeting scheduled for 12 December 2019.

#### **47. Forward Plan 2019-2020**

Owen Howell, Democratic Services Officer (Colchester Borough Council) introduced the Forward Plan for 2019-20.

*RESOLVED* that:-

- a) An item be added to the Forward Plan for 3 October 2019 to allow the Committee to discuss policies which could be put in place to tackle obstruction parking and safeguard safety of pedestrians;
- b) The North Essex Parking Partnership Joint Committee Forward Plan 2019-20 be noted.





# North Essex Parking Partnership

03 October 2019

**Title:** Traffic Regulation Order Application Decision Report  
**Author:** Trevor Degville  
**Presented by:** Trevor Degville

**This report lists the schemes to be considered for prioritisation from the Traffic Regulation Order applications that have been received. An update on 2019 advertised proposals is provided. Additionally, members are asked to approve delegated powers for the NEPP Group Manager to allow the issuing of additional permits where appropriate.**

## 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. At previous JPC meetings up to six schemes per authority have been agreed plus additional permit parking schemes (where sufficient support has been shown). These are indicated on the list as Approve – P.
- 1.2. To grant the NEPP Group Manager delegated authority to allow de minimus/minor amendments to be made to permit scheme catchment areas, e.g. to include small numbers of additional properties.

## 2.0 List of applications by authority

Ref No	District/Borough	Location	Town	Type of Restriction	JPC Recommendation
T26554778	Uttlesford	Jordan Close	Saffron Walden	Waiting restriction/s (TTRO in place)	Approve
T20684908	Uttlesford	Little Walden Road	Saffron Walden	Waiting restriction/s	Approve
T24494318	Uttlesford	Chapel Hill	Stansted	Resident permit area/s	Approve
T23597196	Uttlesford	High Street	Great Chesterford	Waiting restriction/s	Approve
T23490214	Uttlesford	School Lane	Takeley	Limited waiting	Approve
T30702625	Uttlesford	Priors Green	Takeley	Waiting restrictions and permit holders	Approve
T20446337	Braintree	Easton Road	Witham	Resident permit area/s	Defer
T14561362	Braintree	Manor Street	Braintree	Resident permit	Defer
T14737834	Braintree	Mill Park Drive	Braintree	Waiting restriction/s	Reject

T17476262	Braintree	Church Hill	Earls Colne	Waiting restriction/s	Approve
T21598382	Braintree	Skitts Hill	Braintree	Waiting restriction/s	Superseded by TTRO
T23452167	Braintree	The Street	Hatfield Peverell	Waiting restriction/s	Approve
T22376462	Braintree	Rayne Road	Braintree	Resident permit area/s	Approve - P
T25625192	Braintree	Wordsworth Road / Gauden Road	Braintree	Waiting restriction/s	Reject
T28487764	Braintree	Stone Close	Braintree	Waiting restriction/s	Reject
T27425993	Braintree	Chippingdell	Witham	Waiting restriction/s	Approve
T20475233	Braintree	Linfold Close	Braintree	Waiting restriction/s	Reject
T22516115	Braintree	Barnmead	Braintree	Waiting restriction/s	Reject
24417415	Braintree	The Paddocks	Witham	Waiting restriction/s	Approve
T22803076	Braintree	Galleys Corner	Braintree	Waiting restriction/s	Defer
T23410609	Braintree	Benfield Way	Braintree	Waiting restriction/s	Reject
T23349447	Braintree	Bellingham Place	Kelvedon	Waiting restriction/s	Approve
30055	Harlow	Kiln Lane – Roundabout	Harlow	Waiting restriction/s	Defer
T22410535	Harlow	Longwood School/Barley Croft	Harlow	Waiting restriction/s	Defer
T243509410	Harlow	Mallards Rise	Harlow	Waiting restriction/s	Defer
T26422261	Harlow	The Rows	Harlow	Loading only bay/s	Defer
T27552597	Harlow	Post Office Road	Harlow	Waiting restriction/s	Approve
T27569017	Harlow	Maddox Road	Harlow	Waiting restriction/s	Approve
T27579626	Harlow	The Stow	Harlow	Loading restriction/s	Approve
T27582245	Harlow	Rivermill/Hornbeams/Gate way/Conyers	Harlow	Resident permit area/s	Approve - P
T27585482	Harlow	Garden Terrace Road	Harlow	Waiting restriction/s	Approve
T27598358	Harlow	Cross Street	Harlow	Loading only bay/s	Approve
T27605081	Harlow	Mill Lane	Harlow	Waiting restriction/s	Approve
T27608175	Harlow	Foldcroft	Harlow	Waiting restriction/s	Approve
T27611206	Harlow	School Lane/Arbour Road	Harlow	Waiting restriction/s	Defer
T27614513	Harlow	Millwards Exit Road	Harlow	Waiting restriction/s	Defer
T27618946	Harlow	Bynghams Access Road	Harlow	Waiting restriction/s	Defer
T27622741	Harlow	Challinor	Harlow	Waiting restriction/s	Defer
T27627479	Harlow	Elmbridge	Harlow	Waiting restriction/s	Defer
T27634136	Harlow	Feryngs Close	Harlow	School based parking issues	Defer
T22331711	Harlow	Sunnyside	Harlow	Waiting restriction/s	Defer
40109.5	Colchester	NAR estate	Colchester	Waiting restriction/s	Defer
T19426606	Colchester	West End Road/Maldon Road	Tiptree	Waiting restriction/s	Accept
T24823639	Colchester	Heathfields/ Spring Lane	Eight Ash Green	Waiting restriction/s	Accept
T19388825	Colchester	High Street Dedham	Dedham	Resident permit area/s	Reject
T21629143	Colchester	Vint Crescent	Colchester	Resident permit area/s	Accept - P
T20559174	Colchester	Guildford Road	Colchester	School Entrance Markings	Accept

T20443951	Colchester	Woodland Way	Wivenhoe	Waiting restriction/s	Accept
T21415313	Colchester	The Willows	Colchester	Waiting restriction/s	Reject
T21425492	Colchester	Beach Avenue	Wivenhoe	Waiting restriction/s	Accept
T22384810	Colchester	London Road	Copford	Waiting restriction/s	Accept
T29664816	Colchester	Manor Road	Colchester	Resident permits	Reject
50122	Tendring	Woodberry Way	Walton-On-The-Naze	Waiting restriction/s	Reject
50123	Tendring	Hill Road	Harwich	Waiting restriction/s	Reject
50125	Tendring	Connaught Gardens	Clacton-On-Sea	Waiting restriction/s	Reject
50127	Tendring	Main Road	Harwich	Waiting restriction/s	Approve
T24404654	Tendring	High Street Manningtree	Manningtree	Limited waiting bay/s realignment	Approve
T245516111	Tendring	York Road	Holland-On-Sea	Waiting restriction/s	Reject
T22644402	Tendring	Madeira Road	Holland-On-Sea	Waiting restriction/s	Reject
T16713973	Tendring	Valley Road/Holland Road	Holland-On-Sea	Waiting restriction/s	Reject
T19374687	Tendring	Edgefield Avenue/Colchester Road	Lawford	Waiting restriction/s	Approve
T21429439	Tendring	North Road	Clacton on Sea	Loading restriction/s	Defer
T234060311	Tendring	Frinton Road	Holland-On-Sea	Limited waiting bay/s	Defer
T23632225	Tendring	Hillhouse Road Tendring village	Clacton on Sea	Waiting restriction/s	Reject
T225129710	Tendring	St Johns Road	St Osyth	Limited waiting bay/s	Approve
T23430708	Tendring	Home Farm Lane	Ardleigh	Waiting restrictions	Approve
T27491447	Tendring	Rosemary Road	Clacton on Sea	Limited waiting bay/s	Approve
60005/60095	Epping Forest	Rodings Garden/Hanbury Park Estate	Loughton	Waiting restriction/s	Accept
60007	Epping Forest	Fairmeads	Loughton	Waiting restriction/s	Defer
60019	Epping Forest	Willow Tree Close	Abridge	Waiting restriction/s	Defer
60022	Epping Forest	Green Walk	Ongar	Waiting restriction/s	Defer
60023	Epping Forest	Purlieu Way/ Theydon Park	Theydon Bois	Waiting restriction/s	Defer
60025	Epping Forest	Pike Way	North Weald	Waiting restriction/s	Reject
60031	Epping Forest	Hartland Road	Epping	Waiting restriction/s	Defer
60044	Epping Forest	Coppice Row	Theydon Bois	Waiting restriction/s	Defer
60047	Epping Forest	Hemnall Street	Epping	Resident permit area/s	Defer
60058	Epping Forest	Crownfield	Lower Nazeing	Resident permit area/s	Accept

60059	Epping Forest	Ladywell Prospect	Sheering	Waiting restriction/s	Defer
60060	Epping Forest	Church Mead	Roydon	Waiting restriction/s	Accept
60062	Epping Forest	High Gables	Loughton	Resident permit area/s	Accept - P
60063	Epping Forest	Forest Drive	Theydon Bois	Pavement parking	Defer
60068	Epping Forest	Glebe Road	Ongar	Waiting restriction/s	Defer
60082	Epping Forest	Eastbrook Road	Waltham Abbey	Resident permit area/s	Defer
60088	Epping Forest	Cleland Path	Loughton	Waiting restriction/s	Defer
60090	Epping Forest	High Street (St Martins Mews)	Ongar	Adjustment of parking bays	Defer
60091	Epping Forest	Theydon Grove	Epping	Resident permit area/s	Defer
60101	Epping Forest	Lower Road	Loughton	Resident permit area/s	Defer
60103	Epping Forest	Station Road	North Weald	Waiting restriction/s	Reject
60104	Epping Forest	Sheering Lower Road	Sheering	Resident permit area/s	Defer
60107	Epping Forest	Church Hill	Epping	Waiting restriction/s	Defer
60111	Epping Forest	Sheering Lower Road	Ash Grove	Waiting restriction/s	Accept
60113	Epping Forest	Traps Hill (Drs surgery)	Loughton	Waiting restriction/s	Defer
60114	Epping Forest	Gould Close	Moreton	Waiting restriction/s	Defer
60115	Epping Forest	Hillyfields, The Croft	Loughton	Waiting restriction/s	Defer
60117	Epping Forest	Pyrls Lane	Loughton	Waiting restriction/s	Defer
60118	Epping Forest	Broomstick Hall Lane	Waltham Abbey	School zig-zags	Defer
60122	Epping Forest	Greenfields Close	Loughton	Waiting restriction/s	Defer
60131	Epping Forest	Cloverly Road	Ongar	Waiting restriction/s	Defer
60143	Epping Forest	Lavender Mews	Ongar	Waiting restriction/s	Defer
60147	Epping Forest	St Johns Road/ Church Hill	Loughton	Waiting restriction/s	Defer
60150	Epping Forest	Centre Drive	Epping	Waiting restriction/s	Defer
60152	Epping Forest	Hemnall Street	Epping	Waiting restriction/s	Defer
60157	Epping Forest	Garnon Mead	Coopersale	Waiting restriction/s	Defer
60168	Epping Forest	Old Shire Lane	Waltham Abbey	Waiting restriction/s	Defer

60160	Epping Forest	Shaftesbury	Loughton	Waiting restriction/s	Defer
60161	Epping Forest	Sewardstone Road	Waltham Abbey	Waiting restriction/s	Defer
60162	Epping Forest	Amberley Road	Buckhurst Hill	Permit restrictions	Accept - P
60163	Epping Forest	Beech Lane	Buckhurst Hill	Waiting restriction/s	Defer
T19701889	Epping Forest	Bansons Way	Ongar	Resident permit area/s	Defer
T13403236	Epping Forest	Nursery Road	Loughton	Waiting restrictions	Defer
60175	Epping Forest	Victoria Road	Waltham Abbey	Resident permit area/s	Accept - P
T17399134	Epping Forest	West View Road	Loughton	Resident permit area/s	Accept - P
T20354316	Epping Forest	The Gables	Ongar	Waiting restriction/s	Defer
T20578791	Epping Forest	Stanley Place	Chipping Ongar	Waiting restriction/s	Accept
T23328994	Epping Forest	Buttercross Lane	Epping	Waiting restriction/s	Defer
T25463684	Epping Forest	Granville Road	Epping	Waiting restriction/s	Defer
T235843310	Epping Forest	Westbury Lane	Buckhurst Hill	Resident permit area/s	Accept - P
T22394138	Epping Forest	Scotland Road	Buckhurst Hill	Resident permit area/s	Accept - P
T19374278	Epping Forest	Kingswood Park Road/The Plain	Epping	Waiting restriction/s	Defer
T26553803	Epping Forest	Bower Hill	Epping	Waiting restriction/s	Defer
T29343476	Epping Forest	Staples Road	Loughton	Resident permit area/s	Accept - P
T23390929	Epping Forest	Willow Close	Buckhurst Hill	Waiting restriction/s	Defer
T23390705	Epping Forest	Elgar Road	Buckhurst Hill	Waiting restriction/s	Defer
T23390857	Epping Forest	Lower Queens Road	Buckhurst Hill	Waiting restriction/s	Defer
T23390522	Epping Forest	Hornbeam Road	Buckhurst Hill	Waiting restriction/s	Defer
T23390334	Epping Forest	Stradbroke Mead	Buckhurst Hill	Waiting restriction/s	Defer
T23390648	Epping Forest	Oak Rise	Buckhurst Hill	Waiting restriction/s	Defer
T23390965	Epping Forest	Mountbatten Court	Buckhurst Hill	Waiting restriction/s	Defer
T24559422	Epping Forest	Ardmore Lane	Buckhurst Hill	Waiting restriction/s	Accept
T23416391	Epping Forest	Princes Road	Buckhurst Hill	Extension of permit zone	Accept - P

### 3. List of Schemes Completed to date in 2019

3.1 For information, below is a list of advertised schemes to date in 2019.

Reference number	District	Name of Scheme	Town	Type of Restriction	Current Work Status
10077	Uttlesford	Beehive Court	Hatfield Heath	Resident permit	Operational
T22527528	Uttlesford	Wintershutt Road	Little Canfield	Waiting restrictions	Operational
T2863935	Uttlesford	Elm Close	Takeley	Waiting restrictions	Operational
Chair Delegation	Uttlesford	Jordan Close TTRO	Saffron Walden	Waiting restrictions	Operational (TTRO)
10074	Uttlesford	Roding Primary School	Leaden Road	School Entrance Markings	Operational
10075	Uttlesford	Priors Wood Court	Takeley	Waiting/loading restrictions	Operational
Chair delegation	Braintree	Fairfield Road	Braintree	Alter limited waiting to business permits	Operational
20150	Braintree	Hayhouse Road	Earls Colne	Waiting restrictions	Operational
20151	Braintree	Avenue Road	Witham	Waiting restrictions	Operational
20152	Braintree	Rifle Hill	Braintree	Waiting restrictions	Operational
T27608935	Braintree	Pebmarsh School	Pebmarsh	School Entrance Markings	Operational
Chair delegation	Braintree	Skitts Hill	Braintree	Waiting restrictions	Operational (TTRO)
T27504736	Braintree	Kings Gardens	Feering	Resident Permit	Operational
30066	Harlow	Water Lane	Harlow	Limited waiting	Operational
30077	Harlow	The Chase	Harlow	Waiting/loading restrictions	Operational
30079	Harlow	South Road	Harlow	Waiting/limited waiting removal	Operational
T26639253	Harlow	Spurriers Access Road	Harlow	Waiting/Limited waiting/Ambulance parking	Operational
Chair delegation	Harlow	Station Approach	Harlow	Pay and display/season ticket	Operational date to be confirmed
40147	Colchester	Cowdray Avenue	Colchester	No stopping on grass verge	Operational
40161	Colchester	Birch Road/New Cut	Layer de la Haye	Waiting restrictions	Operational
40162	Colchester	Broom Way	Colchester	Waiting restrictions	Operational
40164	Colchester	King Edward Quay	Colchester	Waiting/permit/no loading	Operational
40165	Colchester	High Street	Colchester	Various to accommodate Colchester Market	Operational
T27369733	Colchester	Haven Road	Colchester	Waiting/Business permit	Operational
Chair delegation	Colchester	Circular Road North	Colchester	No stopping on grass verge (external funding)	Operation
50141	Tendring	Brook Street	Great Bromley	Waiting restrictions	Operational

50142	Tendring	School Road	Elmstead Market	School entrance markings/waiting restrictions	Operational
50143	Tendring	Bromley Road	Elmstead Market	Waiting restrictions	Operational
T25699402	Tendring	Paternoster Row/Newgate Street	Walton on the Naze	Permit parking	Operational
50145	Tendring	Chapman Road	Clacton on Sea	Permit parking	Operational
Chair delegation	Tendring	Ashley/Douglas Roads	Harwich	Waiting restrictions	Operational (TTRO)
T24426359	Epping Forest	Stag Lane	Buckhurst Hill	Permit Parking	Operational
T30384061	Epping Forest	Sparelease Hill	Loughton	Waiting restrictions	Operational
60164	Epping Forest	Blackacre Road	Theydon Bois	Waiting restrictions	Operational
60166	Epping Forest	Hill Road	Theydon Bois	Waiting restrictions	Operational
60167	Epping Forest	The Windsors	Buckhurst Hill	Waiting restrictions	Operational
60170	Epping Forest	Palace Gardens	Buckhurst Hill	Permit parking	Operational
60171	Epping Forest	Epping New Road	Buckhurst Hill	Multiple restrictions	Consideration of objections
60172	Epping Forest	Abridge Road	Theydon Bois	Clearway	Operational
60174	Epping Forest	Stewards Green Road/Close	Epping	Permit Parking	Operational

#### 4. Other On-street works

- 4.1 Notices of variation were completed to amend the resident permit parking costs as previously agreed by the Joint Committee. These changes came into effect in April. A notice of variation was also used to alter the on-street tariffs in Epping Forest District to maintain parity with the Epping Forest District off-street parking charges. These changes came into effect in March.
- 4.2 Phase 2 of the Epping Town commuter parking review is currently being advertised under The Essex County Council (Epping Forest District) (Permitted Parking and Special Parking Places) (Amendment number 28) Order. This proposes restrictions in various roads in Epping and will be reported on separately at a future date when the outcome of the proposals is known.

#### 5. Off-Street Works

- 5.1 The technical team has also helped draft off-street order changes for some of the authorities in the Partnership. These include the Epping Forest District (Off-Street Parking Places) Order 2019, The Colchester Borough (Off-Street) (Parking Places) Order 2019 – A and Order 2019 – B and a Notice of Variation to amend the Uttlesford District (Off-Street Parking Places) Order 2017

#### 6. Minor Changes to Permit Scheme Catchment Areas

- 6.1 It is requested that delegated power is given to the NEPP Group Manager to grant minor/de minimus changes to the properties included in permit scheme catchment areas to allow additional residents to purchase permits where it is sensible to do so.

- 6.2 The properties that are included in the permit scheme catchment areas are set out in the traffic regulation orders. There are times when NEPP is approached by nearby residents who are experiencing parking problems but NEPP are unable to offer a permit as a solution as the property is not included in the traffic regulation order, even if there is not pressure within on-street spaces within the scheme.
- 6.3 The change would allow officers to issue permits where appropriate and sensible to do so without first having to change the traffic regulation order. Any minor adjustments to the Traffic Regulation Orders would be made retrospectively at the same time as larger schemes were advertised.



# North Essex Parking Partnership

Meeting Date: October 2019  
Title: Draft Obstructive and Footway Parking Policy  
Author: Richard Walker, NEPP Group Manager  
Presented by: Richard Walker

This report sets out a draft Policy for Obstructive and Footway Parking should the power to patrol these areas be shared with local authorities in future.

## 1. Recommended Decision(s)

- 1.1. The Committee is asked to **note** the timescales involved and **decide** the future Obstructive Parking Policy.

## 2. Reasons for Recommended Decision(s)

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

## 3. Alternative Options

- 3.1. Passing a power for authorities which want optionally to take on Obstructive Parking patrols and enforcement, both on the footway and carriageway, by Statutory Instrument;
- 3.2. Consideration of different policies for patrols in different areas with local accountability, but based on a national standard (e.g. four feet or 123cm kept clear), using a hierarchy of controls;
- 3.3. Use of Traffic Regulation Orders to prohibit parking, so areas then fall under local authority control, should the Obstructive/Footway power not be shared to local authorities. This is the current situation.
- 3.4. To tackle Obstructive Parking, authorities have investigated Community Safety Accreditation Scheme and similar powers, although these have been found not to extend appropriate powers to Civil Enforcement Officers.
- 3.5. A shared approach with the local authority and Police (similar to the Zebra Crossing Offence shared penalty already in existence) is thought to be the better approach.

## 4. Supporting Information

- 4.1. It is likely that the Department for Transport (DfT) will legislate for Footway Parking (and possibly Obstructive Parking too, depending on the mode used) within two years.
- 4.2. The Transport Select Committee has been seeking views; NEPP made a submission relating to creating a power for local authorities to take on patrols of Obstructive Parking

on the footway and carriageway; this would enable NEPP to issue a Penalty Charge Notice under Civil Enforcement powers.

- 4.3. NEPP's submission, based on discussions at previous Joint Committees, included noting that:
- A power is needed for authorities which want optionally to take on Obstructive Parking patrols and enforcement, both on the footway and carriageway, by Statutory Instrument;
  - Due consideration of different policies for patrols in different areas is needed, with local accountability, but based on a national standard (e.g. four feet or 123cm kept clear), using a hierarchy of controls;
  - A power is needed at the same time for dealing with Obstructive Parking on the carriageway in turn to deal with any obstructive parking referred from the footway;
  - Different circumstances occur in urban and rural settings;
  - Good communication of local authorities' policies and operations will be required.
- 4.4. Enquiries about footway parking are near the top of the top 10 of all enquiries we as local authority parking services receive (alongside school parking, with dropped kerbs following close behind).
- 4.5. There are a number of different points of view around footway parking (and Obstructive Parking generally, the term used to include obstructing the footway, and carriageway and near junctions).

## **5. Views of other Local Authorities**

- 5.1. From different forums nationally, it is known that some councils are worried about the amount of patrols that may need to take place; others are worried about policy; some do not want to have a duty imposed – a power would be optional; most authorities could not understand why it hasn't already happened.
- 5.2. The majority view seems to be for protection of the footway. This could be easily effected by way of a Statutory Instrument in Special Enforcement Areas, in the same way that dropped kerb protection was passed to local authorities a number of years ago. If this were passed as a power, rather than a duty, then authorities could choose whether to take it up in their area allowing a phased approach for those which are not yet ready to take it on.
- 5.3. Local authorities could then choose to patrol and whether to issue a Penalty Charge Notice under Civil Enforcement Powers in cases where a contravention is deemed to have occurred and in order to discourage obstruction of the footway and carriageway.

## **6. Developing Policy – Four Foot of Footway**

- 6.1. A limit of 'four-foot protection' (123cm) would probably be sufficient and has the benefit of being simple for Patrolling Officers to measure. This would 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.
- 6.2. Where the footway is narrower, the whole footway should be protected; where wider, only the first 123cm (four feet).

## **7. Non-Obstructive Parking**

- 7.1. Where cars are parked considerately at the rear of a very wide footway (although damage to services underground, construction and surfacing must still be considered), there is little chance of there being an Obstruction. It is less necessary to patrol these Considerate Parking places.
- 7.2. In addition, there may be places where a complete exception is required to restricting footway parking.
- 7.3. It would not be useful in every circumstance to move all the vehicles currently parked on footways into the carriageway, for this could cause more issues than it resolves (e.g. passage of emergency vehicles, buses, larger vehicles, and associated congestion, air quality issues).
- 7.4. Such a move would be unlikely to meet favour without the wider 'Obstructive Parking in the Carriageway' powers (Highway Code Rule 242, 250) also being passed across to local authorities for fear of additional restrictions in the carriageway being required – which could be avoided by adopting a holistic approach to Obstructive Parking, on the footway and carriageway generally.

## **8. Carriageway Issues & Restrictions**

- 8.1. Of course, it is possible to create restrictions through Traffic Regulation Orders already, but these are cumbersome, archaic and create sign clutter, not to mention the timescale and costs associated with consultation, advertising (particularly), and implementation. A simple scheme would have a cost to the local authority of c.£1,800 and this funding could be used elsewhere to better effect; far better would be to have an easy-to-understand national restriction which may be patrolled where necessary.
- 8.2. There are issues with the current legislation meaning that formal Traffic Regulation Orders (TROs) are not an ideal solution to the problem, as they 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, let alone the difficulties in patrolling.

## **9. Clear Policy**

- 9.1. A reasonable, fair, but locally accountable policy will be the key to getting any system right. Common sense must prevail, and consistent measures must be taken where any enforcement action is likely to be undertaken.
- 9.2. There may need to be differences in policy for different types of locations, and these should be clearly set out – for instance Parking in Towns and High Streets where loading is required may mean the implementation of more Loading Bays, or reconsideration of other existing parking restrictions.
- 9.3. A hierarchy of controls could be considered where authorities set out the areas of highest concern, and the controls which motorists would reasonably expect in different circumstances.
- 9.4. It is noted that large vans and HGVs causing damage are already prohibited from parking on the footway by national legislation.

## **10. Residential Urban and Rural Areas**

- 10.1. Housing Estate Parking may also bring its own special circumstances, less so in older housing estates, but areas built during the 1980s and 1990s were subject to planning policies that tried to limit car ownership at the origin of the journey, by limiting driveway

and garage space. 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.

- 10.2. Parking in rural locations may need special consideration due to either very wide footways, narrow paths, or even a lack of footway, or for example where Considerate Parking takes place to the rear of very wide footways or verges.

## **11. Communications and Education**

- 11.1. 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) need to go together.
- 11.2. It is clear that every circumstance would not receive a patrol or enforcement visit, and communications need to set out the hierarchy where conflicting demands are made.
- 11.3. In addition to the usual communications, some authorities have developed ad-hoc approaches to help promote messages including awareness leaflets or social media.

## **12. Standard References**

- 12.1. 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
- 12.2. 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>

## **13. Appendix**

- 13.1 Appendix A – Illustration of Policy

## Appendix A: Illustration of Policy

- 1.1. Footway and verge parking is neither desirable and nor encouraged – but, except for heavy vehicles or where there are other parking restrictions adjacent, by itself is not an offence, except in cases of Obstruction where an offence may be being committed. Driving on the footway however, does constitute an offence.
- 1.2. Under current legislation, vehicles parked on the footway or verge are covered under different laws depending upon the situation.
  - Where a yellow line restriction 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.
  - Where there are no restrictions are in place, Civil Enforcement Officers (CEOs) cannot 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.
  - In all other cases, the matter – even after Civil Parking Enforcement (CPE) – remains one for the Police.
  - The Government has indicated its intention to carry out a review of the current arrangements for footways and verges – and obstructive parking in general – which could result in the sharing of nationwide footway parking powers.
  - The DfT announced in April 2018 that they are considering options to give local authorities shared obstructive parking powers with a Review starting in 2019, expected to last up to two years.
- 1.3. 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.
- 1.4. There are certain locations where vehicles have traditionally parked, partly or 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.
- 1.5. 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.
- 1.6. It is proposed that a ‘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).
- 1.7. In some locations where the footway and carriageway is particularly narrow, consideration will be given to allow footway parking on one side of the road provided the other footway is unobstructed. Verge parking will not be allowed.
- 1.8. Care must 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.





# North Essex Parking Partnership

Meeting Date: 3 October 2019  
Title: On-Street Financial Report  
Author: Lou Belgrove, NEPP Business Manager  
Presented by: Lou Belgrove, Richard Walker

The report sets out the financial position of the Parking Partnership to the end of period 5 2019/20 (August 2019).

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

- 1.1. To note the financial position to the end of period 5 of 2019/20.

## **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**

- 4.1. A table is attached to show the current position.
- 4.2. Income is presently forecast to exceed expectations and is shown in the attached table including the year-end debtor.
- 4.3. Expenditure is presently on track, recognising the need to cover the cost of the TRO function.

## **5. Financial Implications**

- 5.1. Overall financial performance currently suggests an operating net out-turn of £117k.
- 5.2. Consideration still needs to be given to funding the TRO function. £185k per year needs to be available to cover the costs of this and this should be met in-year.

## **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 A – On-Street account to end of P5**  
overleaf

## On-street account to end of P5

Period 5 - August 2019	A	B	C	D	E	FY DL	G		
Provisional Outturn	2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020		
	Actual	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance	Notes	
<b>On-street Account</b>									
<i>Direct costs</i>									
<i>Expenditure</i>									
Employee costs:									
Management	69	29	29	0	69	69	0	Parking Services Mgt Team staff costs	
CEOs & Supervision	1,184	529	557	(28)	1,269	1,336	(66)	CEOs & Supervisor staff costs; CEO transitional vacancy	
Back Office	328	137	145	(8)	325	347	(21)	Back Office staff costs	
TRO's	126	52	54	(2)	122	130	(7)	TRO team staff costs	
Premises / TRO Maintenance costs	153	89	75	14	186	180	7	R&M budget (small expenditure anticipated)	
Transport costs (running costs)	34	10	12	(1)	28	28	1	Fuel, public transport etc	
Supplies & Services	542	216	167	49	551	401	151	General expenditure; includes Park Safe car IT costs	
Third Party Payments	28	4	18	(15)	44	44	0	Chipside and TEC bureau costs	
	2,463	1,066	1,055	9	2,565	2,533	65		
<i>Income</i>									
Penalty Charges (PCNs)	(1,965)	(837)	(739)	(98)	(1,961)	(1,773)	(188)	PCNs - revised due to CEO recruitment (£1,512 Last Yr)	
Parking Permits/Season Tickets	(807)	(348)	(273)	(76)	(811)	(655)	(157)	Visitor Permits / Season tickets	
Parking Charges (P&D etc)	(348)	(156)	(136)	(20)	(346)	(326)	(20)	Pay & Display charges	
Other income	(43)	(1)	(21)	21	(51)	(51)	0	Misc reimbursements from partners	
	(3,163)	(1,341)	(1,169)	(173)	(3,170)	(2,805)	(365)		
<b>Total Direct Costs</b>	<b>(700)</b>	<b>(276)</b>	<b>(114)</b>	<b>(164)</b>	<b>(574)</b>	<b>(273)</b>	<b>(300)</b>		
<b>Total Non-direct Costs</b>	<b>441</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>458</b>	<b>458</b>	<b>0</b>	See analysis in table 1	
<b>Sub total</b>	<b>(259)</b>	<b>182</b>	<b>344</b>	<b>(164)</b>	<b>(117)</b>	<b>185</b>	<b>(300)</b>		
					<b>Outturn</b>				
<b>Contribution to Work Programme</b>								Future provision of up to £80k for works already agreed in the TRO Forward Programme	
<b>Deficit / (Surplus)</b>	<b>(259)</b>	<b>182</b>	<b>344</b>	<b>(164)</b>	<b>(117)</b>	<b>185</b>	<b>(300)</b>		



*North Essex  
Parking Partnership*

## **Part 3 Operational Report**

INCLUDING **Annual Report 2018/19**

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January to March 2019

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This is the third quarterly Operational Report, which will become Part 3 of our Annual Report 2018/19. You can view Part 1 and 2 at [parkingpartnership.org/north](http://parkingpartnership.org/north)



# CLlr Mitchell

NEPP Chairman



A stylized, handwritten signature of Robert Mitchell in black ink.

**Councillor Robert Mitchell**

*Chairman, North Essex Parking Partnership  
Deputy Cabinet Member for Highways,  
Essex County Council*



“I’m delighted that both the North and South Essex Parking Partnerships were recognised at the British Parking Awards this year, winning in three categories. We’ve come a long way since the Partnerships were formed in 2011, thanks to the help of our partner authorities, committee members and innovative leadership, which has revolutionised a service that once operated in deficit; now both partnerships are thriving organisations that deliver more services on behalf of Essex County Council within the same budgets. Congratulations are due to both teams.

Our 3PR school parking initiative continues to inspire more families to walk to school. Parking near some schools is often an issue and we’re always looking for ways to improve it and keep children safe. The 3PR scheme has been hugely successful in south Essex and is already making a big difference to schools in north Essex.

I’m particularly excited about our new state-of-the-art mapping system, which is a great step forward in the software that is available at the moment. Until now, our restrictions have been hard to follow and very text-based. This new software makes it easier for our teams to access and read regulations and also enables our parking regulation creation process to be linked to the map, to keep records as up to date as possible. It sets us up for more connected projects in future, such as supplying up-to-date data for in-car information systems, and will save us a huge amount of staff time enabling us to focus on local projects.”



# 1 Operational Overview: January to March 2019

The North Essex Parking Partnership (NEPP) is a council-run organisation which brings together all street-based parking in north Essex on behalf of Braintree, Colchester, Epping Forest, Harlow, Tendring and Uttlesford Councils.

## Supporting our partner authorities

We're working with Colchester Borough Council to review its off-street parking provision. It was last reviewed in 2009/10 when the strategy was based on a mixture of short and long stay with protection of the historic core, bringing in special offers where possible. We will be looking at provision, economic prosperity, special parking requirements and communications. Read more in sections 2, 3 and 5.

## Success at the British Parking Awards 2019

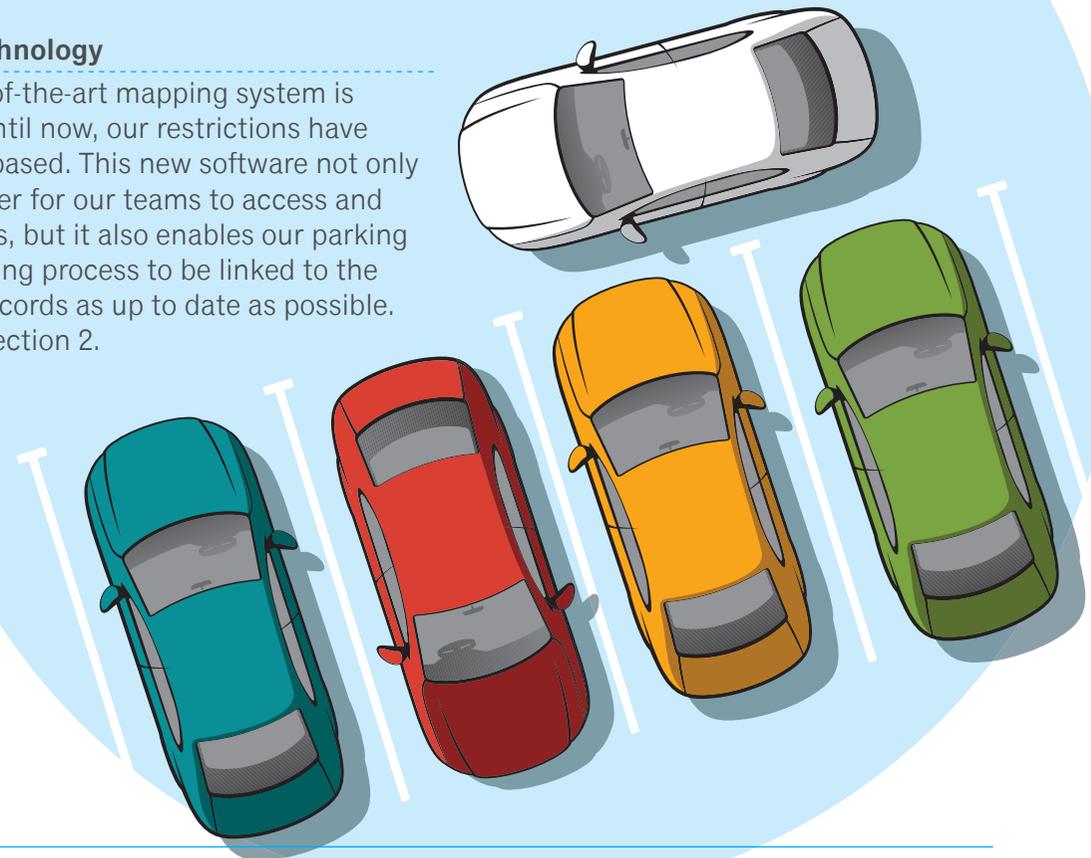
We were delighted to be awarded the much-coveted glass trophies in three categories of the British Parking Awards 2019. The Communication Award, Parking Partnerships award and the Car Parks: Special Projects Award. Read more in section 4.

## Rolling out MiPermit to Colchester Park and Ride

We are working with Essex County Council to launch MiPermit, a cashless payment app, at its Park and Ride service in Colchester. This will enable customers to register for their parking and pay for their bus tickets via the app, saving the Council money in the long-term. Read more in section 3.

## Embracing technology

Our new state-of-the-art mapping system is nearly ready. Until now, our restrictions have been very text-based. This new software not only means it is easier for our teams to access and read regulations, but it also enables our parking regulation-making process to be linked to the map, to keep records as up to date as possible. Read more in section 2.



# 2 On-street parking

## Epping resident scheme

Problems caused for residents by commuter parking is an issue in many of the areas that make up the North Essex Parking Partnership, but it is a particularly acute issue in parts of Epping Forest District due to its location on the outskirts of London. To improve this the NEPP Joint Committee agreed that a report into commuter parking problems in Epping town should be commissioned. The recommendations from this report led to proposals for traffic regulation orders on a large number of roads near Epping town centre that had previously been unrestricted and were close to the Central line London Underground tube station.

The restrictions that were introduced include: resident permits; business permits for those working in the town; waiting restrictions; school permits; and pay and display areas which are available for commuters and town centre users such as shoppers. These Traffic Regulation Orders became operational in January 2019 and, with the off-street car parks operated by Epping Forest District Council, help to regulate road use for the benefit of Epping town's economy and its residents.

## Digital mapping for Essex

In Part 2 we explained how we are working with the South Essex Parking Partnership (SEPP) and software provider Buchanan Computing to create an accessible, interactive map-based inventory of all our parking restrictions, lines and signage. This £0.25m project includes a full roadside survey by Buchanan Order Management of every on-street line, sign and parking area in the county and production of new map-based parking restrictions for all districts.

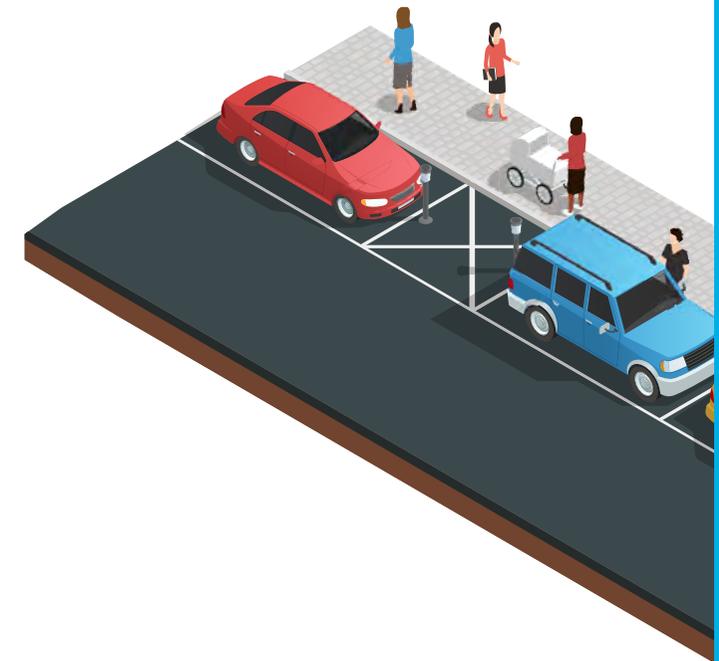
A full audit of all the roads in Essex has been completed. The new map is currently undergoing testing and will be ready to use in the coming months. In the long term, we hope this will be a customer-facing tool, so the public can check parking restrictions before they get in their car.

This new software not only means it is easier for our teams to access and read restrictions, but it also enables our parking restriction-making process to be linked to the map, to keep records as up-to-date as possible.

## Partnership working

We continue to work in partnership with a number of organisations and in February we attended Uttlesford District Council's Safer Streets Days where we carried out patrols in specific locations.

In February we also attended St Mary's Primary School, Great Dunmow with Essex Police. Together we patrolled the area and spoke to drivers and children about parking safely at school drop-off and pick-up times.



## Index of Penalty Charge Notices issued between 2012/13 and 2018/19

This index shows the relationship between the number of Penalty Charge Notices issued and how these deviate from what we estimate an average to be.

In 2018/19 the number of Penalty Charge Notices issued was within the range of what we expected.



increase in  
on-street pay  
and display  
stays via  
MiPermit



**39**

schools engaged  
with 3PR since June.

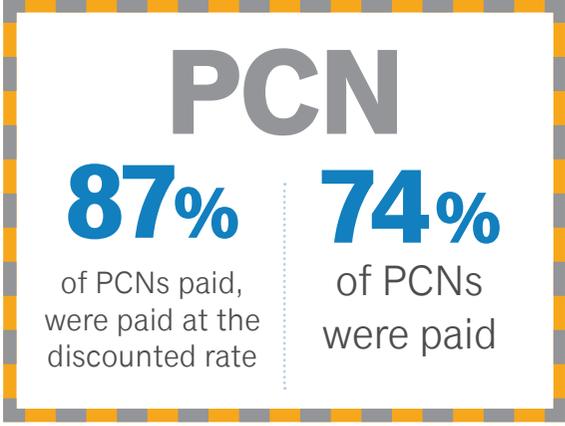
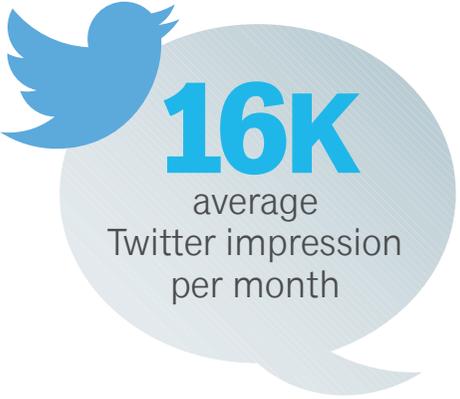
**IN**



Percentage of issued PCNs which were challenged at the informal stage



**OUT**



# 3 Off-street parking

## Supporting Colchester's Parking Survey 2019

We supported the delivery of Colchester Borough Council's Parking Survey 2019 during January. Our parking officers were out and about in Colchester's town centre car parks asking drivers to complete the survey in exchange for a free car parking stay. This valuable information will help Colchester Council to develop parking in the town centre and shape its future policies.

## Braintree District Council Park Mark Awards

Braintree Council retained its Park Mark Awards, for safer parking, for 16 of its car parks across Braintree and Witham. The Awards recognise ongoing investment and commitment to maintaining high quality facilities and ensuring the safety of customers and their vehicles. We're proud that our support in managing these car parks on Braintree's behalf has been recognised and has resulted in the retention of its Park Mark awards.

## Launching MiPermit at Colchester Park and Ride

We're working with Essex County Council to launch MiPermit at Colchester's Park and Ride. Since April 2019, customers can register their parking and purchase bus tickets through the MiPermit app or use the iPad Pod Station within the Park and Ride terminal building. We worked with Essex County Council to produce a range of promotional and information material for the Park and Ride site, which kept customers updated on the change. We already work with the Council to patrol the car park and this will continue.

**COLCHESTER PARK & RIDE**

**The way you pay for your parking and bus ticket is changing**

Mobile ticketing starts on 1 April 2019  
Look inside for your 'how to' guide.

**MI-PERMIT**

Colchester Park & Ride (737942)

Location Number: 737942

Colchester Park & Ride  
Colchester, CO1 2LQ  
1st Parking Stage

Monday to Saturday - 08:00 to 18:00

1 Adult	£3.00
1 Adult and 1 Child	£4.00
2 Adults and 3 Children	£5.00

Essex County Council

# 4 Parking education

## British Parking Awards 2019

We were thrilled to have been shortlisted for four categories at the national British Parking Awards 2019: Communication Award for our digital channels; Parking Partnerships Award Parking Team of the Year Award; Car Parks Special Projects Award for Priory St Car Park Colchester refurbishment, a joint entry with Colchester Borough Council, Colchester and Ipswich Museum Service and English Heritage; and the 3PR schools parking project in the Communication Award Category, jointly with SEPP.

We were delighted to be awarded the much-coveted glass trophies in three categories. The Communication Award, which recognised the imaginative, engaging and informative approach to communicating with the public for the SEPP and NEPP through the 3PR campaign encouraging better parking around primary schools; the Parking Partnerships award, which recognises the importance of partnership working in the parking sector; and the Car Parks Special Projects Award for the refurbishment of Priory Street Car Park, a joint entry with Colchester Borough Council.

## 3PR, schools parking project

Engagement for our 3PR project, to tackle inconsiderate parking at primary schools, is still going well. In February, we announce the winner of our 3PR School Poster Competition. Congratulations to Faith B from Holland Park Primary School, Clacton-on-Sea. Her poster design shows what she enjoys most when travelling to and from school. She won a Scooterpod for her school, a certificate and a medal.

We've launched two Bronze packages, at Kirby Primary Academy School in Frinton-on-Sea and Braiswick Primary School in Colchester.

## Halt the Hate campaign

Rishi Sunak MP, Minister for Local Government recently highlighted the British Parking Association's Halt the Hate campaign, which aims to tackle hate crime targeted at parking officers. As founding members of the Positive Parking Agenda we fully support this campaign.



# 5 People and performance

Our focus for the way we work is “Innovation, Efficiency, Education and Communication”

## Innovation

We have rolled-out new smartphones for all our parking officers. This enables all our officers to keep updated on our internal communications network ‘Yammer’, check emails and log on to the Colchester Borough Council ‘MySelf’ software to check pay slips and book holiday. It also allows them to take photos that don’t need to go into the enforcement system.

## Efficiency

In Part 1 of the Operational Reports, we spoke about ongoing work to bring the whole NEPP Team together into Rowan House from the various Colchester outstations at St John’s and St Mary’s car parks. The NEPP area at Rowan House has been refurbished with new desks and furniture. A new meeting room has been added along with breakout areas, including a small room to hold online meetings and online adjudication hearings. The next phase will include a refurbished meeting room and weekend and out of hours staff access to rest facilities and a new equipment charging room.

We have also introduced changes to staff working patterns and practices which has brought about a number of improvements and efficiencies. These include consistent enforcement coverage, providing Sunday coverage in Epping and Harlow for the first time, and a reduction in travel time for staff travelling from remote locations back to base for breaks which has saved at least 1 hour per officer per day. Opportunities for targeted early morning shifts that support partnership working to tackle issues such as night time economy parking e.g. taxi ranks etc. are still provided.

## Education

We held a training session for parking officers giving information on the legal options for staff who suffer verbal or physical abuse. Colchester Borough Council’s lawyer delivered the training, outlining the civil options available following a violent and aggressive incident, the evidential chain necessary and the steps that individuals would be required to follow. A representative from Essex Police also gave a presentation on the circumstances when a Community Resolution would be appropriate, along with other police disposal options when a crime is reported.

## Communication

As mentioned in Section 1, we supported the delivery of Colchester Borough Council’s Parking Survey 2019 during January. Many officers were out and about in Colchester’s town centre car parks asking drivers to complete the survey in exchange for a free car parking stay. We collected 218 responses in total. This valuable information will help Colchester Council to develop parking in the town centre and shape its future policies. A further 180 surveys were completed online via the website.



# 6 Work programme

Our future aims will help shape our work for the coming financial year. Here is just a taster of the projects that we will be focussing on.

## **Making our policies jargon free**

We're reviewing our policies to make the text jargon free. This will make our policies more accessible as they will be simpler to understand. As part of this review, we are also creating more flexibility to new restrictions. Our Joint Committee agreed to remove the 5-year rule, which stopped any changes being made to new restrictions. This means that, if needed and in agreement with the local authority, we will be able to make tweaks to recent parking schemes on new development.

## **Promoting the Positive Parking Agenda (PPA)**

We were pleased to see that the British Parking Association (BPA) received a letter from Rishi Sunak MP, Minister for Local Government giving his support for the Positive Parking Agenda. In his letter, Sunak MP said he was pleased to hear about the PPA and that public understanding and transparency are vitally important to a sector

that promotes vigorous and passionate debate. He said: "I'm pleased to support the Positive Parking Agenda to help raise awareness of the vital role that effective parking services play in our daily lives." He also highlighted the BPA's campaign Halt the Hate (mentioned in section 4 of this report), which aims to tackle hate crime targeted at parking officers fully supporting this initiative as well.

## **Our plastic pledge**

In Part 2, we spoke about our commitment to Colchester Borough Council's campaign to encourage businesses and residents to pledge to stop using single use plastics. We made a plastic pledge for the NEPP to trial the use of biodegradable Penalty Charge Notice (PCN) pockets. These are very new to the market and the trial is currently taking place. We're also taking this opportunity to change the design printed on the pockets. The new design incorporates the NEPP's branding and logo.



# 7 Our accounts

## ON-STREET ACCOUNT YEAR END POSITION 2018/19

ON-STREET ACCOUNT	2017/18	2018/19	2018/19	2018/19
<b>Direct costs</b>	Actual	<b>Actual</b>	Budget	Variance
<b>EXPENDITURE</b>				
<b>Employee costs</b>				
Management	73	<b>69</b>	68	1
CEOs & Supervision	1,148	<b>1,184</b>	1,290	(105)
Back Office	341	<b>328</b>	355	(27)
TROs	127	<b>126</b>	101	25
Premises / TRO Maintenance costs	190	<b>153</b>	38	115
Transport costs (running costs)	39	<b>34</b>	31	2
Supplies & Services	359	<b>542</b>	411	131
Third Party Payments	45	<b>28</b>	44	(15)
<b>Sub total</b>	<b>2,322</b>	<b>2,463</b>	<b>2,337</b>	<b>127</b>
<b>INCOME</b>				
Penalty Charges (PCNs)	(1,900)	<b>(1,965)</b>	(1,844)	(121)
Parking Permits/Season Tickets	(660)	<b>(807)</b>	(534)	(273)
Parking Charges (P&D etc)	(310)	<b>(348)</b>	(227)	(121)
Other income	(97)	<b>(43)</b>	0	(43)
<b>Total Income</b>	<b>(2,967)</b>	<b>(3,163)</b>	<b>(2,605)</b>	<b>(558)</b>
<b>Total Direct Costs</b>	<b>(645)</b>	<b>(700)</b>	<b>(268)</b>	<b>(431)</b>
Non-direct Costs	423	<b>441</b>	454	(13)
<b>Sub Total</b>	<b>(222)</b>	<b>(259)</b>	<b>186</b>	<b>(444)</b>

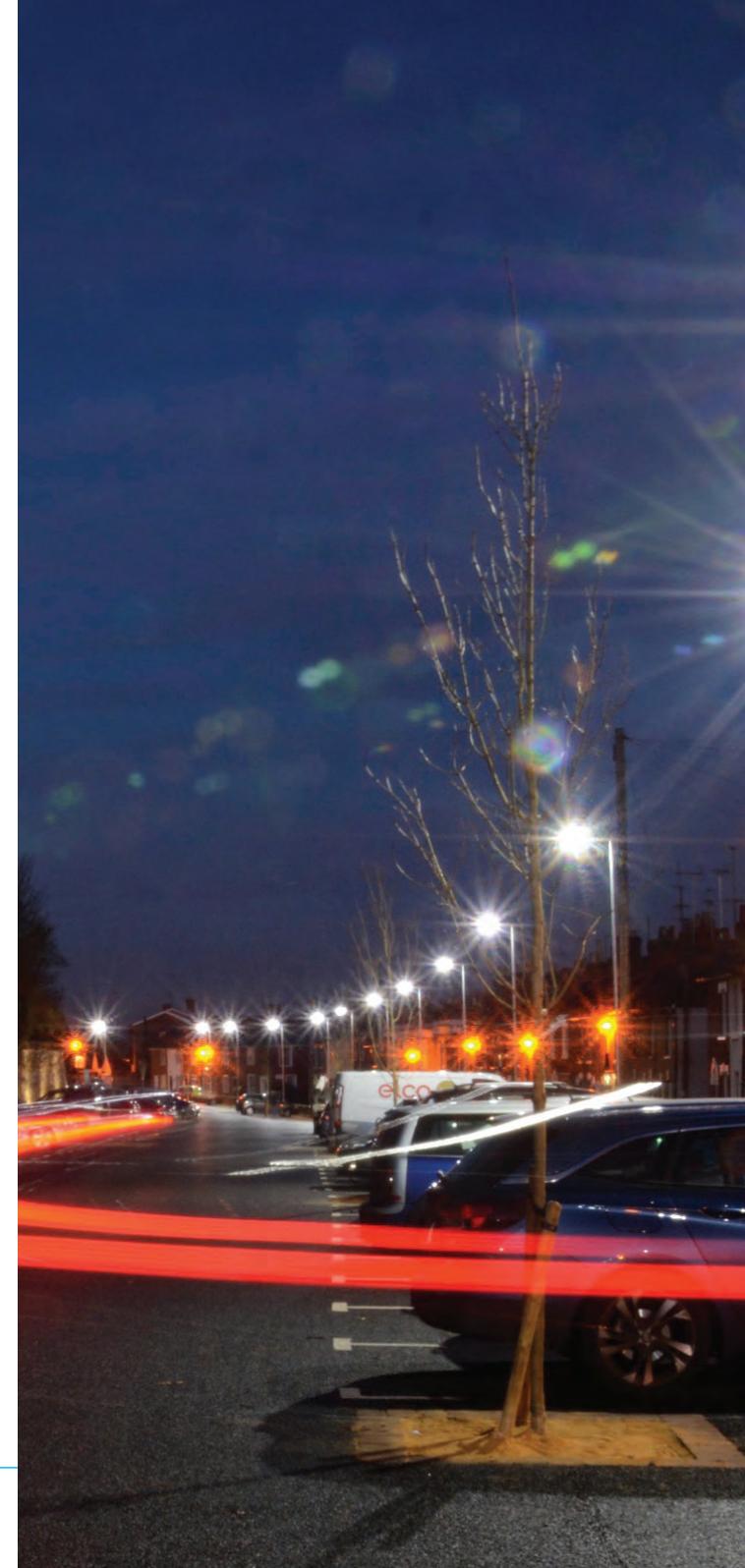
Operational budget does not include the cost of TRO maintenance, so is set to out-turn to deficit, this being taken out of reserve. If the net operating costs are in surplus (in-year) by more than £186k, no draw from reserve is required.



## OFF-STREET ACCOUNT YEAR END POSITION 2018/19

OFF-STREET ACCOUNT	2017/2018	2018/2019	2018/2019	2018/2019
<b>Direct costs</b>	Actual	<b>Actual</b>	Budget	Variance
<b>EXPENDITURE</b>				
<b>Employee costs</b>				
Management	4	<b>4</b>	4	0
CEOs & Supervision	206	<b>209</b>	233	(24)
Back Office	85	<b>109</b>	118	(9)
Off-street Account	217	<b>168</b>	168	0
Premises costs	10	<b>23</b>	5	17
Transport costs (running costs)	8	<b>(1)</b>	17	(18)
Supplies & Services	391	<b>461</b>	367	94
Third Party Payments	11	<b>9</b>	15	(5)
<b>Sub total</b>	<b>932</b>	<b>982</b>	<b>927</b>	<b>55</b>
<b>INCOME</b>				
Braintree District Council	(147)	<b>(170)</b>	(217)	47
Epping Forest District Council	0	<b>0</b>	0	0
Harlow District Council	(68)	<b>(70)</b>	(70)	0
Uttlesford District Council	(154)	<b>(150)</b>	(157)	7
Colchester Borough Council	(674)	<b>(557)</b>	(544)	(13)
Other income	(55)	<b>(85)</b>	(2)	(83)
<b>Sub total</b>	<b>(1,098)</b>	<b>(1,032)</b>	<b>(990)</b>	<b>(42)</b>
<b>Total Direct Costs</b>	(166)	<b>(50)</b>	(63)	13
<b>Non-direct Costs</b>	<b>102</b>	<b>140</b>	<b>159</b>	<b>(19)</b>
<b>Total Deficit / (Surplus)</b>	<b>(64)</b>	<b>91</b>	<b>96</b>	<b>(6)</b>

From 2018/19 the Off-Street Service moved out of the Joint Committee to a direct shared service with individual Service Level Agreements. £96k was budgeted for balance of payments to partners closing previous Off-Street Joint Committee account.



# 8 How we invest and develop

We are continuing work on our New Parking Restrictions page on the website, enabling more customers to self-serve whatever time is convenient to them. We are also working with our main software supplier Chipside, and Response Master a company which specialises in customer self-serve systems, to develop a new online process. This will give motorists an indication of the likely outcome of the Penalty Charge Notice challenge against our policy, prior to them deciding whether to challenge it or not.

Following the survey work we spoke about in Sections 1 and 5, we're continuing to work with Colchester Borough Council to review its off-street parking provision. It was last reviewed in 2009/10 when the strategy was based on a mixture of short and long stay with protection of the historic core, bringing in special offers where possible. Several years have passed since the last review and we are now working to determine the strategy for the coming years. We will be looking at provision, economic prosperity, special parking requirements and communications.

We will be launching a MiPermit promotional campaign, to promote the 'extending your stay' function on the app, in July. The campaign will be wide-reaching and includes bus advertising, social media promotions, signage and digital newsletters. This campaign will support our aim to increase the use of the MiPermit app and encourage people to spend more time in the town centres.

We are also considering investing further into new parking schemes, and other transport-related projects, by dedicating some of our reserve funds to move requests forward. At its March 2019 meeting, the Joint Partnership Committee decided to approve a scoring system to prioritise and provide schemes from the surplus funding, with a focus on information and technological improvements.

The provision of: additional parking; MiPermit ticketing; new parking schemes and revisions to groups of roads to improve town centre vitality; Variable Messaging advanced direction signage on the highway showing real-time spaces; and building or extending parking places, would be prioritised.



# 9 Annual report summary

The North Essex Parking Partnership is a council-run organisation which brings together all street-based parking in north Essex on behalf of Essex County Council, with Braintree, Colchester, Epping Forest, Harlow, Tendring and Uttlesford Councils.

## **Becoming more efficient and embracing technology**

Our parking restrictions were previously written in longhand text which made them difficult to understand. This year, we've worked with the South Essex Parking Partnership and software provider Buchanan Computing on a £0.25m project to create a digital map of parking regulations in Essex.

This new software, which is now being tested, will not only make the regulations easier to read and more accessible but will also mean parking regulation records are kept up to date. Read more in section 2.

## **Supporting our partner authorities**

Throughout the year, we've worked with our partner authorities on community events, such as the Night of Action in Colchester and Safer Streets Days in Uttlesford.

We've also worked with Colchester Borough Council to review its off-street parking provision which involved looking at provision, economic prosperity, special parking requirements and communications. Read more in sections 1, 3, 5 and 8.

## **Positive Parking Agenda**

As a founding member, we've continued to champion the Positive Parking Agenda (PPA), have embedded the key principles in our everyday work and led by example. Our Parking Partnership Group Manager, Richard Walker, has been elected as a Director on the British Parking Association (BPA) Board and been out and about with the BPA promoting the PPA.

## **Success at the British Parking Awards 2019**

We were delighted to win three categories of the British Parking Awards 2019. The Communication Award, Parking Partnerships award and the Car Parks: Special Projects Award. Read more in section 4.

## **3PR: schools parking project**

Our Joint Committee set aside £50,000 to fund the new 3PR scheme in north Essex to help tackle inconsiderate parking around primary schools. Since its launch in June 2018, we have launched 2 Gold, 1 Silver and 3 Bronze packages and engaged with 39 schools about the scheme. Read more in section 4.

## **Rolling out MiPermit to Colchester Park and Ride**

We worked with Essex County Council to launch MiPermit, a cashless payment app, at its Park and Ride service in Colchester. This has enabled customers to register for their parking and pay for their bus tickets via the app, saving the Council money in the long-term. Read more in section 3.

# Contact us

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## Find us on

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 North Essex Parking Partnership





# North Essex Parking Partnership

Meeting Date: 3 October 2019  
Title: Forward Plan 2019-2020  
Author: Owen Howell – Democratic Services, Colchester Borough Council  
Presented by: Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2019-20 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 2019-20.

## **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.



**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>	30 May 2019, Room G04, Rowan House, Sheepen Road.	20 June 2019 1.00pm, Grand Jury Room, Town Hall, Colchester Borough Council	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP Annual Report Data for 2018/19	Richard Walker (PP)
			Finance Report – End of Year and Reserves	Lou Belgrove (PP)
			Reserve Funds Allocations	Richard Walker (PP)
Forward Plan 19/20	Owen Howell (CBC)			
<b>Joint Committee for On Street Parking</b>	12 September 2019, Room G04, Rowan House, Sheepen Road.	3 October 2019 1.00pm, Uttlesford District Council, Committee Room, Council Offices.	Technical report and Traffic Order Scheme Prioritisation	Trevor Degville (PP)
			Financial Report	Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			Policies on Obstruction Parking	Richard Walker (PP)
			Forward Plan 19/20	Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	21 November 2019, Room G04, Rowan House, Sheepen Road.	12 December 2019 1.00pm, Epping Forest District Council, Council Chamber	On Street Budget Update	Lou Belgrove (PP)
			Use of Reserves	Richard Walker (PP)
			Forward Plan 19/20 and 20/21 Dates	Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	27 February 2020, Room G04, Rowan	19 March 2020 1.00pm,	Technical Team traffic Regulation Order Update	Trevor Degville (PP)
			Finance Update and 2019/20 Budget	Lou Belgrove (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
	House, Sheepen Road.	Braintree District Council, Committee Room 1	Forward Plan 19/20	Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	4 June 2020, Room G04, Rowan House, Sheepen Road.	25 June 2020 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 Technical Team Traffic Regulation Order Updates Forward Plan 20/21	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Trevor Degville (PP) Owen Howell (CBC)

### **CBC / Parking Partnership Contacts**

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