



North Essex Parking Partnership

Joint Working Committee On-Street Parking

Committee Room 1, Braintree District
Council Offices, Causeway House,
Braintree, CM7 9HB

15 December 2016 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

Thursday 15 December 2016 at 1.00 pm

Committee Room 1, Braintree District Council Offices, Causeway House, Braintree,
CM7 9HB

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Eddie Johnson (ECC)
Mike Lilley (Colchester)
Robert Mitchell (Braintree)
Danny Purton (Harlow)
Nick Turner (Tendring District Council)
Gary Waller (Epping Forest)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Gordon Glenday (Uttlesford)
Laura Hardisty (Colchester)
Joe McGill (Harlow)
Samir Pandya (Braintree)
Liz Burr (ECC)
Shane Taylor (Parking Partnership)
Ian Taylor (Tendring)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies and Substitutions		
3. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4. Have Your Say The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5. Minutes To approve as a correct record the draft minutes of the meeting held 20 October 2016.		1-12
6. Traffic Regulation Orders Update report To provide an update and clarification on the status of Traffic regulation Order schemes that have been approved at the Joint Parking Committee	Trevor Degville	13-20
7. Development Plan 2018-2022 To accompany the extension to the NEPP Agreement a new Development Plan sets out the actions, priorities and finances of NEPP through to 2022	Richard Walker	20-56
8. Commuter Parking To consider if NEPP should tender for consultants to investigate areas associated with commuter parking issues	Trevor Degville	57-62
9. NEPP On-Street financial position at period 7 2016/17 This report sets out the seven monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget	Lou Belgrove	63-65

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| <p>10. Traffic Regulation Orders Policy Amendment
 Changes to the Traffic Regulation Order Policy are proposed in order to make the way petitions are handled, the way applications for schemes are made and introduction of other restrictions clearer</p> | <p>Richard Walker</p> | <p>66-86</p> |
| <p>11. Operational Protocols Amendment
 Minor changes to the Operational Protocols to make observations times allowed in different circumstances clearer</p> | | <p>87-88</p> |
| <p>12. Department for Communities and Local Government – Connecting Town Halls – Consultation on allowing joint committees and combined authorities to hold meetings by video conference.
 This report requests members of the Joint Committee to provide their views on the Government consultation to allow Joint Committees to hold meetings by video conference.</p> | <p>Jonathan Baker</p> | <p>89-100</p> |
| <p>13. North Essex Parking Partnership Operational Update
 This report provides Members with an update of operational progress since the last Operational Report in October 2016.</p> | <p>Lou Belgrove</p> | <p>101-105</p> |
| <p>14. Forward Plan 2016-17
 This report concerns the Forward Plan of meetings for the North Essex Parking Partnership</p> | <p>Jonathan Baker</p> | <p>106-109</p> |
| <p>15. Urgent Items
 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**

**20 October 2016 at 1.00pm
Council Chamber, Civic Officers, High Street, Epping,
Essex, CM16 4MZ**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Mike Lilley (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Danny Purton (Harlow District Council)
Councillor Nick Turner (Tendring District Council)

Substitutions:-

Councillor Richard Bassett for Councillor Gary Waller (Epping Forest District Council)

Apologies :-

Councillor Eddie Johnson (Essex County 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)
Lisa Hinman (Parking Partnership)
Joe McGill (Harlow District Council)
Derek McNabb (Epping Forest District Council)
Nikki Nepean (Tendring District Council)
Samir Pandya (Braintree District Council)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

16. Declaration of Interest

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

17. Have Your Say!

Valerie Russell

Valerie Russell attended the meeting to have her say regarding a previously approved Traffic Regulation Order in Allnutts Road, Charles Road, and Crossing Road in Epping.

Valerie Russell stated that there had been parking issues in this area for the last ten years, and that thankfully a traffic regulation order was approved in March. Valerie Russell questioned the progress of the Traffic Regulation Order, urging that it be installed as soon as possible. Valerie Russell also highlighted the number of occasions where the name of the road has been spelt incorrectly and wanted to ensure that this wouldn't happen in this

area.

Councillor Mitchell thanked Valerie Russell for attending the meeting and having her say. Councillor Mitchell stated that it was likely that the Traffic Regulation Order would be installed during spring next year.

18. Minutes

RESOLVED that the minutes of the meeting held on 30 June 2016 were confirmed as a correct record.

19. Traffic Regulation Orders Update, including those to be agreed.

Trevor Degville, Parking Partnership, introduced the Traffic Regulation Orders Update, including those to be agreed. The report requested that the Joint Committee note the work that has been undertaken over the past six months and to approve, reject or defer Traffic Regulation Orders in each Partner Authority area.

Trevor Degville stated that the Technical Team are coming to the end of the lining period, and highlighted that pictures of the work undertaken was uploaded as an appendix to the North Essex Parking Partnerships website. The report then goes on to provide the list of Traffic Regulation Orders that need to be considered for approval, deferral or rejection.

Councillor Mitchell thanked the Technical Team for the information included within the report, and requested that in future reports schemes, which had been approved but as yet not implemented, could be listed with their progress to date.

Partner Authorities proceeded to announce the Traffic Regulation Orders that they were intending to approve, defer or reject.

Councillor Barker requested approval for an additional scheme that was not included in the report; loading restrictions in Marnet Place, Dunmow. This Committee accepted the addition of this scheme, with further discussions required with the Technical Team on the implementation of the loading restrictions.

RESOLVED;

- A) That the Traffic Regulation Orders Update report be noted.
- B) The decision on the Traffic Regulation Orders from each Partner Authority as outlined in **Appendix 1** be approved.

20. Proposed Traffic Regulation Order in Paringdon Road, Harlow

Trevor Degville, Parking Partnership, introduced the report on the proposed Traffic Regulation Order for Paringdon Road in Harlow. The report requests the Joint Committee decide whether to withdraw or progress the restrictions advertised.

Trevor Degville highlighted that there had been a slight amendment to the Traffic Regulation Order, in that it had been changed from a 'no waiting/no loading' order to a 'no loading only' restriction.

Councillor Danny Purton, Harlow District Council, stated that the Traffic Regulation Order will help to improve safety along the road as it is a busy bus route with a number of bus stops and bends in the road. Removing the number of parked cars will also assist in access for emergency services and reduce the amount of traffic on the road. Joe McGill stated that

residents of Millersdale could, if requested, have a Residents' Parking scheme.

RESOLVED to amend the TRO as described in the report and approve it for making, and not to accede to the other Objections

21. Traffic Regulation Orders – Disabled Bay Holder Permit Bays

Trevor Degville, Parking Partnership, introduced the report regarding disabled bay holder permit bays. The report requests that the Joint Committee confirm its position on the introduction of Disabled Badge holders permit bays and if Essex County Council install the bays whether the NEPP would provide enforcement.

The Committee discussed the report and raised a number of concerns about the introduction of disabled bay holder permit bays. Councillor Bassett stated that he had significant concerns about this proposal, especially in areas around sheltered housing due to the difficulty of managing and providing enforcement for the parking bays.

Councillor Lilley highlighted that this would cause a lot of problems in a number of areas, whilst managing disabled bays outside that individual's house is possible, enforcing those that are in different streets would be very difficult.

The Committee agreed that the Parking Partnership would not agree with the introduction of disabled badge holder permit bays and that if Essex County Council did install the bays, NEPP would advise ECC that the new bays would not be enforced as it would not be manageable with current resources.

RESOLVED;

- a) That the North Essex Parking Partnership does not support the introduction of Disabled Badge Holders permit bays.
- b) That if Essex County Council opted to install the disabled badge holder permit bays the North Essex Parking Partnership would not be in a position to provide enforcement.

22. NEPP On-Street financial position at period 6 2016-17

Richard Walker and Lou Belgrove, Parking Partnership presented the NEPP On-Street financial position at period 6 2016/17. The report provides information for the Joint Committee to note and scrutinise.

Richard Walker highlighted that the Traffic Regulation Order service budget, which includes maintenance and order making has been integrated fully into the accounts. Previously this has been included within the financial reports, but listed as a separate account. In addition, Richard Walker highlighted that the Penalty Charge Notice (PCN) income budget has been revised. An average over the last four years of PCN debtors has been added at the start of the year so that the account is not skewed. In previous years income was reported when it was received resulting in a jump in PCN income from the debtor at the end of the year; the new approach provides a more balanced way of providing a forecast. Richard Walker also highlighted that there are still vacancies in Civil Enforcement Officer staffing.

The Committee welcomed the change in the reporting of Penalty charge income, which will assist in better understanding the budget across the year. Councillor Bassett raised a question about Civil Enforcement Officers (CEO) routes and concerns that had been raised by fellow Councillors about lack of enforcement in the south of Epping Forest District Council's area. In response to the query Richard Walker confirmed that all locations of

CEO's routes are recorded on maps which can be shared with the Councillor following the meeting.

Councillor Purton requested further information about the reasons behind the surplus. In response Councillor Mitchell stated that this was due to a warmer than expected winter which means yellow lines are not covered by snow, resulting in parking restrictions being enforceable. In addition further efficiencies have been implemented across the Partnership in CEO deployment.

Councillor Barker and Mitchell, questioned whether the Partnership could aim for a higher than 100% employment rate for Civil Enforcement Officers. Richard Walker stated that the Partnership are continually trying to recruit new members of staff, and have recently produced a recruitment video.

RESOLVED that the NEPP On-Street Financial Position Period 6 2016/17 be noted.

23. North Essex Parking Partnership Annual Report 2015/16

Richard Walker, Parking Partnership, introduced the North Essex Parking Partnership Annual Report 2015/16. The report requests that the Joint Committee note the Annual Report.

Richard Walker stated that the Annual Report needs to be produced within six months of the previous year; the report has been updated to include those topical issues that occurred during 2015/16. Richard Walker stated that the report includes information on lone working systems as well as looking ahead to 2016/17. The report also includes the statistical information that was provided at the June NEPP meeting.

Following an appearance at the Uttlesford District Council Scrutiny Committee the Annual report will also include information on how the surplus contingency fund would be spent. This includes funding committed to body-worn cameras, handheld equipment and parking bay sensors.

Councillor Barker questioned whether the Annual Report could contain more information on traffic restrictions as well as information on a forward plan for the Partnership including a summary table. Councillor Barker also questioned whether it would be possible for the NEPP to enforce bus lanes across North Essex. Lou Belgrove stated that the Partnership had given information to Essex County Council and quoted lower costs than that of the current service provider. Liz Burr, Essex Highways, confirmed that Essex County Council would be providing a response to the NEPP shortly as part of a wider review.

Councillor Mitchell also questioned whether there any plans to allow Civil Enforcement Officers to administer Fixed Penalty Notices for footway obstructions, given that CEO's already take pictures of all the Penalty Charge Notices they issue.

RESOLVED that the North Essex Parking Partnership Annual Report 2015/16 be noted.

24. Outside Agency Support in Enforcement – Partnership

Stephanie Barnes, Parking Partnership, introduced the report asking the Committee to decide whether to continue the outside agency support in enforcement.

Stephanie Barnes stated that the current trial with Tendring District Council in providing additional enforcement at school times for an hour most mornings and afternoons has been a success. Following the success in the trial it is recommended that it becomes a

permanent arrangement.

Councillor Turner, Tendring District Council, thanked the officers for their work and highlighted the success of the trial. In response to a query, Councillor Turner confirmed that the additional patrols provided were paid for by Tendring District Council.

RESOLVED that the partnership enforcement arrangements with Tendring District Council become a permanent arrangement.

25. Essex County Council Scrutiny Committee Minute – Call in of North Essex Parking Partnership Decision

Jonathan Baker, Colchester Borough Council, introduced the report regarding a recent call-in of a North Essex Parking Partnership Decision. The report requests that the Committee note the minute from the Essex County Council Scrutiny Committee.

Councillor Barker thanked the officers for their assistance during the Call in process.

Councillor Mitchell highlighted that he had been at an Essex County Council Scrutiny Committee meeting that morning, at which the extension of the Parking Partnership arrangements were discussed. Councillor Mitchell highlighted that authorities needed to attend the December Joint Committee meeting with the relevant delegated authority to sign up to an extension. Colchester Borough Council and Uttlesford District Council representatives confirmed that the relevant powers had been delegated, and Epping Forest District Council confirmed that they would be confirming the delegated authority at their next Cabinet meeting.

Councillor Barker questioned the recommendation made at the ECC Scrutiny Committee review of the extension to the agreement, suggesting a job description for Joint Committee members. Councillor Barker stated that it should focus on the process around how the Joint Committee works rather than a job description. Councillor Mitchell welcomed the comments and stated that a job description would be difficult given the variety of areas that Councillors work in.

RESOLVED;

- a) that the Essex County Council Scrutiny Minute of the Call-in of the North Essex Parking Partnership decision be noted,
- b) that authorities should ensure that they attend the next meeting with delegated authority to sign up to the extension of the Joint Committee Agreement.

26. North Essex Parking Partnership Operational Update

Lou Belgrove, Parking Partnership, introduced the North Essex Parking Partnership Operational update.

Lou Belgrove stated that a more significant update will be provided at the next Joint Committee meeting, as the reports will alternate with the Traffic Regulation Order recommendation reports.

Lou Belgrove stated that the number of Penalty Charge Notices has risen across most of the districts. In addition with regard to recruitment, adverts are currently out across the partnerships and vacancies exist in each area.

Lou Belgrove informed the Committee that the introduction of the lone worker solution along with the body worn video system means that an increase number of patrols is now possible.

In addition, Lou Belgrove stated that the Park Safe car was nearly ready to launch following some more testing. It is likely that the car will be launched the week after school half term. Lou Belgrove also informed the Joint Committee of a serious assault on a Civil Enforcement Officer in Colchester. Stephanie Barnes provided an update, stating that the accused individual is on bail and that no charge can be given until medical evidence has been provided. It was also highlighted that the addition of body-worn cameras for Civil Enforcement Officers had provided evidence that was passed onto the Police. Matthew Young confirmed that Colchester Borough Council would pursue a private prosecution if required.

All Committee members wished the Civil Enforcement Officer well, and support was offered from all partner authorities. Richard Walker and Stephanie Barnes thanked Committee members for their support, both individually and collectively.

RESOLVED that the North Essex Parking Partnership Joint Committee On-Street Operational Update be noted.

27. Forward Plan 2016-17

Jonathan Baker, Colchester Borough Council, introduced the Forward Plan 2016-17; the report is for the Joint Committee to note.

Councillor Barker questioned whether the budget setting process could be brought forward to the December meeting of the North Essex Parking Partnership. Richard Walker stated that the budget has to remain as scheduled for the March meeting due to the timescales involved. It was unlikely that extra funding for the Off-street account would be sought as the Partnership is expecting to see a small surplus at the end of the year. The Period 8 report that will go to the December meeting of the Joint Committee will provide a good level of information from which Partner Authorities can anticipate the budget level. Matthew Young confirmed that Client Officers will be kept up to date on the developments regarding the budget.

Matthew Young also highlighted, that following the agreement to extend the NEPP On-Street services, there will need an item relating to a the negotiation regarding the Off-Street Partnership with the remaining four Councils to discuss a way forward.

RESOLVED that the Forward Plan 2016-17 be noted.

Appendix 1

Braintree District Council

Ref Number	Name of Road(s)	Type of Restriction	Approve Defer Reject
20121	Guithavon Valley - Witham	Waiting restrictions	Defer
20125	Mill Lane - Witham	Waiting restrictions	Defer
20130	High Street – Earls Colne	Limited waiting	Approve
20131	Swan Street/Alexandra Road – Sible Hedingham	Waiting restrictions	Defer
20132	Church Green - Coggeshall	Waiting restrictions	Approve
20134	Church Road - Hatfield Peverel	Waiting restrictions	Defer
20135	Nottage Crescent - Braintree	Waiting restrictions	Approve

Ref Number	Name of Road(s)	Type of Restriction	Approve Defer Reject
20136	Cutting Drive - Halstead	Resident Permit	Defer

Colchester Borough Council

Ref Number	Name of Road(s)	Type of Restriction	Approve Defer Reject
40088	Catchpool Road	Waiting Restrictions	Defer
40021	Tall Trees	Waiting Restrictions	Approve
40104	High Street/Station Road Wivenhoe	Waiting Restrictions	Defer
40109.5	Northern Estate Roads	Resident Permit	Defer
40111	Thomas Wakley Close	Residents parking	Reject
40118	Boxted Road	Football based parking	Defer
40128	Church Lane, Marks Tey	Commuter parking.	Reject
40129	Leys Road, Wivenhoe	Waiting restrictions	Approve
40130	Rectory Road, Rowhedge	Waiting restrictions.	Approve
40131	Home Farm Primary School	Restrictions to increase visibility and safety around the school entrance.	Reject
40132	Rotary Way	Waiting restrictions	Approve
40133	Threshers End	Waiting restrictions	Reject
40134	Wheatfield Road	Waiting restrictions	Reject
40135	Spring Lane, Wivenhoe	Waiting restrictions	Defer
40136	Layer Road/Gladwin	Waiting restrictions	Defer
40137	Baden Powell Drive	Waiting restrictions	Reject

Epping Forest District Council

Ref Number	Name of Road	Type of Restriction	Approve Defer Reject
60000/601 05	Algers Mead/Algers Close	Residents Parking	Defer
60005	Rodings Garden	Waiting Restrictions	Defer
60007	Fairmeads	Waiting Restrictions	Defer
60008	Audley Gardens	Waiting Restrictions	Reject
60011	Norman Close	Waiting Restrictions	Reject
60014	Marjorams Avenue/Hill Top	Waiting Restrictions	Reject
60015	Beaconfield Road	Waiting Restrictions	Reject
60016	Beaconsfield Avenue	Waiting Restrictions	Reject
60018	Queens Road	Change to P&D Machines Times	Reject

60019	Willow Tree Close	Waiting Restrictions	Defer
60021	Hornbeam Road	Waiting Restrictions	Reject
60022	Green Walk	Waiting Restrictions	Defer
60023	Purlieu Way/Theydon Park	Waiting Restrictions/Residents Parking	Defer
60025	Pike Way	Waiting Restrictions	Defer
60028	Ongar Market	Relocate Market to Highway	Reject
60029	Taxi Bays (throughout district)	Introduce new sites	Reject
60030	The Uplands	Waiting Restrictions	Defer
60031	Hartland Road	Waiting Restrictions	Reject
60034	Smarts Lane	Resident Parking	Defer
60035	Epping New Road(Boleyn Court)	Waiting Restrictions	Approve
60037	Brooklyn Parade	Limited Waiting	Reject
60038	Hazelwood	Adjust recently implemented restrictions	Reject
60039	Goldings Road	Waiting Restrictions	Reject
60040	Tycehurst Hill	Waiting Restrictions	Reject
60041	Forest Edge	Waiting Restrictions	Reject
60043.5	High Road (Station)	Commuter Parking	Reject
60044	Coppice Row	Commuter Parking	Defer
60045	Ivy Chimneys Road	Resident permit parking	Reject
60046	Crossing Road	Resident permit parking	Reject
60047	Hemnal Street	Change Resident permit parking/Limited waiting	Defer
60049	Lower Swaines	Restrictions to counter school based parking	Defer
60050	High Street	Loading Bay	Reject
60051	Pancroft	Waiting restriction	Reject
60054	Monkswood Avenue/The Cobbins	Verge Parking	Defer
60055	Harveyfields	Resident permit parking	Reject
60056	Stradbroke Grove	Change in restrictions to combat commuter parking	Defer
60057	Scotland Road	Waiting restrictions	Reject
60058	Crownfield	Commuter restrictions/Resident permit parking	Defer
60059	Ladywell Prospect	Waiting Restriction	Defer
60060	Church Mead	Waiting Restriction	Defer
60062	High Gables	Resident permit parking	Defer
60063	Forest Drive	Pavement Parking	Defer
60064	High Road (School)	School based/Commuter Parking	Defer

60066	Knighton Lane	Waiting Restrictions	Reject
60067	Theydon Park Road	Revocation of waiting restriction	Reject
60068	Glebe Road	Waiting restriction	Defer
60073	The Drive	Conversion of single yellow line to double yellow lines and No waiting at any time restriction near Morrisons	Defer
60073.5	Whitehills Road	Waiting restrictions on bend near to school	Defer
60074	Bridge Hill	Extension of waiting restrictions	Defer
60078	Monkswood Avenue	Waiting restrictions	Reject
60079	Pancroft	Waiting restrictions to assist bus assist	Reject
60080	Ladywell Prospect	Waiting restrictions to deter commercial vehicle parking	Defer
60082	Eastbrook Road	Resident parking	Defer
60083	Borders Lane/St Nicholas Place	Waiting restrictions	Reject
60085	Albion Hill	Extension to waiting restrictions	Defer
60086	Queens Road (145)	Adjustment to parking bay	Reject
60087	Queens Road (102-104)	Adjustment to parking bay	Reject
60088	Cleland Path	Waiting restrictions-junction/pavement parking	Defer
60089	Blackmore Road	Waiting restrictions-junction parking	Defer
60090	High Street (St Martins Mews)	Adjustment of parking bay	Defer
60091	Theydon Grove	Extension to residents parking bays	Defer
60092	Lower Park Road	Waiting restrictions on bend	Reject
60093	Englands Lane	Waiting restrictions	Reject
60094	Epping town centre	Inclusion of additional business in permit zone	Reject
60095	Hanbury Park estate	Waiting restrictions	Defer
60096	Wheelers Farm Gardens	Waiting restrictions	Reject
60097	Courtland Drive	Waiting restrictions	Reject
60099	Field Close	Junction protection	Reject
60100	Lambourne Road	Junction protection	Reject
60101	Lower Road	Res parking-waiting restrictions	Defer
60103	Tempest Mead	Parking issues next to North Weald Station	Defer
60104	Sheering Lower Road	Residents parking	Defer
60106	Riverside Ave	Junction protection	Reject
60107	Church Hill	Change of restriction	Defer
60108	Raymond Gardens	Junction protection	Reject
60110	Sewardstone Road	Waiting restrictions	Defer
60111	Sheering Lower Road	Extension of commuter restriction	Defer
60113	Traps Hill (doctors surgery)	Junction/entrance protection	Defer

60114	The Street High Roding	Restriction lines	Defer
60115	Hillyfields, The Croft	Junction protection	Defer
60116	Amberley Road	Waiting restrictions	Defer
60117	Pyrls Lane	Waiting restrictions	Defer
60118	Broomstick Hall Lane	School restrictions	Defer
60124	Osprey Road	Waiting restrictions	Reject
60125	Fountain Place	Resident permits	Reject
60126	High Rd (Shore Point)	Waiting restrictions	Approve
60127	Egg Hall	Commuter parking	Reject
60128	Beech Lane	Commuter parking	Approve
60129	Bansons Way	Resident permit holders	Approve
60130	Park Hill	Waiting restrictions	Reject
60131	Cloverly Road	Junction protection.	Defer
60132	Willow Close	Pavement parking.	Reject
60133	High Meadows	Waiting restrictions	Reject
60134	Duck Lane Thornwood	Waiting restrictions	Reject
60135	Crownfield	Resident permit parking	Reject
60136	Oakwood Hill Ind. Est	Business Permit/Limited Waiting & Waiting Restrictions	Defer
60137	Albert Road	Permit Holders	Approve
60138	Stonards Hill	Waiting restrictions	Defer
60139	Kings Green	Multiple restrictions to create parking bays and displace pavement parking.	Approve
60140	Stradbroke Grove	Waiting restrictions	Reject
60141	Woburn Avenue	Multiple restrictions to limit commuter parking, improve freeflow of traffic and increase residential parking.	Approve
60142	Four Acres/Ash Groves	Waiting Restrictions	Defer
60146	Tidys Lane	Waiting Restrictions	Defer

Harlow District Council

Ref Number	Type of Restriction	Type of scheme	Decision – Approve, Defer or Reject
30034	Harlow Mill Station	Pay and display	Defer
30035	College Square	Pay and display	Defer
30055	Kiln Lane – Roundabout	Waiting	Defer
30056	Parndon Mill Lane	Waiting	Defer
30064	Cooks Spinney	Resident Permit	Defer
30066	Water Lane	Waiting restriction in lay-by	Accept
30067	South Road	Amend waiting restrictions and introduce limited waiting	Defer
30068	Playhouse Square	No loading/unloading	Accept

Ref Number	Type of Restriction	Type of scheme	Decision – Approve, Defer or Reject
30069	Watlington Road	Waiting restrictions near to infant school	Defer
30070	St John's Walk	Waiting restrictions	Defer
30071	Elizabeth Way/Katherine's Way	Weight limit restriction	Accept
30072	Hodings Road/Rivermill	Permit parking	Accept
	The Chase	Waiting restriction subject to results of public consultation by HDC	Defer

Tendring District Council

Ref Number	Name of Road(s)	Type of restriction	Approve Defer Reject
50004	School Road Elmstead	School Restriction	Approve
50005	Pathfield Road Clacton	School Restriction	Reject
50032	Promenade Way Brightlingsea	Waiting Restrictions	Approve
50057	Garden Road Jaywick	Limited waiting	Approve
50072	Watson Road/Herbert Road	Resident Permit Parking	Approve
50073	Highfield Avenue Dovercourt	Permits, limited waiting and no waiting	Reject
50089	Church Road Thorrington	School restriction	Reject
50095	Blacksmiths Lane Dovercourt	Waiting restriction	Reject
50096	Hughes Stanton Way	Waiting restrictions	Reject
50115	Windsor Court Brightlingsea	Waiting restrictions	Reject
50116	Beckford Road	Junction protection	Reject
50118	Mill Street	Change to current restrictions.	Defer
50119	Church Road	Permit parking	Approve
50120	Harold Road	Waiting restrictions	Reject
50121	Claire Road	Waiting restrictions	Defer
50122	Woodberry Way	To remove current waiting restrictions.	Defer
50123	Hill Road	Waiting restrictions	Defer

Uttlesford District Council

Ref No	Name of Scheme	Type of restriction/Reason for Application	Approve Defer Reject
10025	Hawthorne Close Takely	Waiting Restrictions	Defer

Ref No	Name of Scheme	Type of restriction/Reason for Application	Approve Defer Reject
10054	Museum Street	Change Limited waiting bays to shared use bays.	Reject
10056	Stebbing/Braintree Road	Waiting restrictions and school entrance markings	Completed
10057	Brick Kiln Lane	Waiting restrictions	Accept
10058	Stebbing Church	Waiting restrictions.	Reject
10059	Hill Street	Restrictions to improve emergency vehicle access/exit from the fire station	Completed
10060	Castle Street	Restrictions to improve traffic flow and alleviate some existing dangers in dropping off/ picking up.	Reject
	Market Place, Dunmow	Loading restrictions	Accept



North Essex Parking Partnership

15th December 2016

NORTH ESSEX

Title: TRO Update Report
Author: Trevor Degville/Shane Taylor
Presented by: Trevor Degville

- **To provide an update and clarification on the status of Traffic Regulation Order schemes that have been approved at the Joint Parking Committee**

1. Decision(s) Required

- 1.1 To reinstate scheme 60031 Hartland Road Epping onto the TRO scheme list, to withdraw scheme 40021 Tall Trees Colchester and approve scheme 10025 Hawthorne Close Takely
- 1.2 To consider Traffic Regulation Order (TRO) scheme recommendations (approve, defer or reject) should be shown on the list of schemes in the meeting agenda prior to consideration by the Joint Committee
- 1.3 To note the status of approved TRO schemes

2.0 TRO Scheme Amendments

2.1 Proposal 60031 – Hartland Road Epping

At the October JPC the above scheme was refused by the committee. It has become clear that the recommendation for refusal was caused by an administrative error and that the recommendation to the committee should have been for the scheme to remain on the list with the status of deferred. In view of this, members are asked to reinstate the scheme on to the TRO list as deferred.

2.2 Proposal 40021 – Tall Trees Colchester

At the October JPC the above scheme was approved by the committee. Additional feedback has indicated that there is not support for the introduction of TROs and so the scheme is being withdrawn.

2.3 Proposal 10025 – Hawthorne Close Takely

During the last JPC Uttlesford District Council proposed two schemes for prioritisation, which were approved by the committee. The Council also asked for Market Place Dunmow to be considered for changes to the TROs that are in place if necessary. The current TROs that are in place in Market Place have been investigated and are considered to be fit for purpose. It is therefore requested that scheme 10025 Hawthorne Close is moved from the

deferred list and prioritised by the JPC. The scheme involves an extension of restrictions to prevent parking by users of the airport. A petition signed by the majority of residents in the effected properties has been provided to support the scheme.

3.0 TRO scheme recommendations

- 3.1 TRO schemes are generally considered for prioritisation at two JPC meetings a year. Prior to these meetings each authority is asked to complete an authorisation form which indicates whether they will be asking the committee members to approve, defer or reject each scheme.
- 3.2 The authorisation forms were introduced to help with the administration of the meetings. However, as these recommendations are publicised they are not known to other members of the JCP or others outside of the meeting until the meeting takes place.
- 3.3 It has been suggested that if the scheme recommendations were shown on the meeting agenda the decision making process would be more transparent and give more information to members of the public about their applications prior to the decision being made by the JPC.
- 3.4 If the members wish to support this proposal, officers would require the Councils authorisation forms earlier than they are currently received. This will allow officers time to add the recommendations to the relevant reports prior to the reports being published. This may mean that some Council's would need to start their prioritisation processes earlier than is currently taking place to ensure the new deadlines are met.
- 3.5 The authority recommendations shown in the report would not be agreed until the JPC had considered and approved the recommendations. This means a proposal that was supported for prioritisation by a council may not go ahead if it was not agreed by the JPC when it was considered.

4.0 Approved schemes

- 4.1 At the October JPC it was requested that an update report being provided on the status of approved Traffic Regulation Orders. Previously there was a lack of information for members between the JPC prioritising schemes and confirmation that the schemes had been introduced.
- 4.2 A list of the approved schemes that are being worked on by the Technical Team and Harlow District Council officers are listed below. Officers will generally devise schemes over the Autumn/Winter months when it is more difficult to introduce certain types of new schemes due to adverse weather conditions. In the additional information box we have given an estimate of when officers think these will be advertised or operational. These are estimates only and should not be taken as definite dates as circumstances may mean these change.

Ref Number	District	Road	Additional Information
20120	Braintree	Bridge Meadow	Spring 2017 advertising
20123	Braintree	Pretoria Road	Spring 2017 advertising
20129	Braintree	Station Road	Spring 2017 advertising
20116	Braintree	Wickham Crescent	Spring 2017 advertising

Ref Number	District	Road	Additional Information
40120	Colchester	Colne Rise	Spring 2017 advertising
40126	Colchester	Lexden Road (by Crown Public House)	Withdrawn - Being completed by ECC
60061	Epping Forest	Smarts Lane/Forest Road/ High Beech Road	Spring 2017 Advertising
60102	Epping Forest	Green Glade/Pakes Way	Spring 2017 Advertising
60075	Epping Forest	Albany Court	Spring 2017 advertising
60072	Epping Forest	Allnuts Road	Spring 2017 advertising
60076	Epping Forest	Chigwell Park Estate	Advertised, objections received - officers to compile COA report
60006	Epping Forest	Loughton Station main entrance	Spring 2017 advertising
30062	Harlow	Pemberley Academy	Order sealed. operational date 5 th December
30066	Harlow	Water Lane	Spring 2017 advertising
30068	Harlow	Playhouse Square	Spring 2017 advertising
30071	Harlow	Elizabeth Way/ Katherine's Way	Spring 2017 advertising
30053	Harlow	Hodings Road/Rivermill	Spring 2017 advertising
50117.5	Tendring	Bromley Rd/Old School Lane	Spring 2017 advertising
50034	Tendring	Key Road	Spring 2017 advertising
50015	Tendring	Main Road Dovercourt	Spring 2017 advertising
50042	Tendring	School Road Great Oakley	Spring 2017 advertising
10047	Uttlesford	East Street	Advertised, objections being considered
10031	Uttlesford	Peaslands/Debden Road/Borough Lane	Agreed by JPC following advertising - objections to be replied to before Order is sealed

4.2 Work has not started on schemes that were prioritised as the October JPC, but these are listed below for information:

Ref Number	District	Type of Restriction
20130	Braintree	High Street – Earls Colne
20132	Braintree	Church Green - Coggeshall
20135	Braintree	Nottage Crescent - Braintree
40024	Colchester	Tall Trees – To be Withdrawn
40129	Colchester	Leys Road, Wivenhoe
40130	Colchester	Rectory Road, Rowhedge

Ref Number	District	Type of Restriction
40132	Colchester	Rotary Way
60035	Epping Forest	Epping New Road (Boleyn Court)
60126	Epping Forest	High Rd (Shore Point)
60128	Epping Forest	Beech Lane
60129	Epping Forest	Bansons Way
60137	Epping Forest	Albert Road
60139	Epping Forest	Kings Green
60141	Epping Forest	Woburn Avenue
30066	Harlow	Water Lane
30068	Harlow	Playhouse Square
30071	Harlow	Elizabeth Way/Katherine's Way
30072	Harlow	Hodings Road/Rivermill
50004	Tendring	School Road Elmstead
50032	Tendring	Promenade Way Brightlingsea
50057	Tendring	Garden Road Jaywick
50072	Tendring	Watson Road/Herbert Road
50119	Tendring	Church Road
10057	Uttlesford	Brick Kiln Lane
10062	Uttlesford	Market Place, Dunmow – To be withdrawn

4.3 As this is the first report of its type, a list of completed NEPP schemes is shown in Appendix A to this report:

5.0 Decision

- 5.1 i) Members are asked if they a) - agree to reinstate scheme 60031 onto the TRO list as deferred and b) – to move scheme 10025 from deferred to approved.
- ii) Members are asked to confirm if the authority recommendations for TRO proposals should be shown in the JPC reports.

TRO Update Report Appendix A - List of Completed Schemes

Reference	District	Scheme Name
4.5	Braintree	Brise Close
5	Braintree	Church Street/Chalks Road
20000	Braintree	Hatfield Peverel Roads
20003	Braintree	Newland Street
20007	Braintree	Century Drive
20026	Braintree	Butler Road
20030	Braintree	Church Road
20032	Braintree	Newland sDrive
20037	Braintree	Masefield Road/Milton Avenue
20046	Braintree	The Grove
20082	Braintree	Cuckoo Way
20099	Braintree	Maltings Courts
20115	Braintree	Brise Close
20016	Braintree	Strutts Close
20085	Braintree	Witham Industrial Estates
20087	Braintree	Forest Road/Yew Close
20105	Braintree	St Peters Road/Close
20106	Braintree	Toulmin Road
20122	Braintree	Barleyfields
Ref	District	Scheme Name
14.5	Colchester	Dedham High Street
15	Colchester	Eudo Road
16	Colchester	Victoria Esplanade
17	Colchester	Villa Road
18	Colchester	Coventry Close
19	Colchester	Lion Walk service area
20	Colchester	Hospital Roads
40022	Colchester	Coast Road
40036	Colchester	Ambrose Ave/Rudsdale Way
40042	Colchester	School Road
40043	Colchester	Winstree Road
40044	Colchester	Rawlings Crescent
40045	Colchester	New Farm Road
40048	Colchester	The Avenue
40053	Colchester	Turner Road – Hospital Schemes
40058	Colchester	Mile End Road
40076	Colchester	Boxted Road
40095	Colchester	Hamilton Rd school
40096	Colchester	Old Ferry Road
40079	Colchester	St Christopher Road
40098	Colchester	Lexden Rd, The Grange
40109	Colchester	Ireton Road
40110	Colchester	Church Street (Mercury Theatre)
40114	Colchester	Rosebery/Smythies Avenue

TRO Update Report Appendix A - List of Completed Schemes

40116	Colchester	Wood Lane
Ref	District	Scheme Name
49.5	Epping Forest	Torrington Drive
50	Epping Forest	Western Avenue
51	Epping Forest	Hastingwood, London Rd
52	Epping Forest	Kendal Avenue
53	Epping Forest	Oakwood Hill
60001	Epping Forest	Forest View Road
60002	Epping Forest	Honey Lane
60003	Epping Forest	Sewardstone Rd
60004	Epping Forest	Bower Vale
60009	Epping Forest	Centre Avenue/Drive
60012	Epping Forest	Ladyfields
60013	Epping Forest	Harwater Drive/Sedley Rise
60017	Epping Forest	St Johns/Ashlyns/Chapel Rds
60024	Epping Forest	York Hill area and Staples Road
60032	Epping Forest	Roundhills
60042	Epping Forest	High Road
60043	Epping Forest	River Rd/Loughton Way
60048	Epping Forest	Carrisbrook Close
60053	Epping Forest	Roding Lane
60069	Epping Forest	Castle Street
60098	Epping Forest	London Rd
60119	Epping Forest	The Green
60120	Epping Forest	Hillcrest Way
60109	Epping Forest	Taxi Ranks (Loughton & Epping)
60027	Epping Forest	Merlin Way
60052	Epping Forest	Hoe Lane
60071	Epping Forest	Albert Rd (Sycamore House)
60010	Epping Forest	Pentlow Way
60020	Epping Forest	Alderwood Drive
60026	Epping Forest	Hillyfields
60065	Epping Forest	Oak Lodge Ave/Mount Pleasant
60112	Epping Forest	Woodland Road
60123	Epping Forest	London Road/Potter Street
Ref	District	Scheme Name
9	Harlow	Wych Elm
12	Harlow	Park Lane
13	Harlow	Moorfield/Paringdon Road
14	Harlow	Herons Wood/Hodings Road
30003	Harlow	Rectory Wood
30004	Harlow	Wedhey
30007	Harlow	Hobtoe Road
30008	Harlow	Little Parndon Primary school

TRO Update Report Appendix A - List of Completed Schemes

30010	Harlow	Hornbeams
30011	Harlow	Rectory Wood
30015	Harlow	Wedhey Garage area
30020	Harlow	Old Road
30026	Harlow	Hart Road
30041	Harlow	Pyenest Road
30042	Harlow	Waterhouse Moor
30044	Harlow	Clifton Hatch
30051	Harlow	Tendring Road
30062	Harlow	Pemberley Academy
30063	Harlow	Tanys Dell School
30072	Harlow	Hodings Road
Ref	District	Scheme Name
23.5	Tendring	Queensway
25	Tendring	Crossroads
27	Tendring	Station Road Lawford
29	Tendring	Frobisher school
40	Tendring	Quay Street
50000	Tendring	Stephenson Road
50014	Tendring	Waldergrave Way
50021	Tendring	Princes Esplanade
50025	Tendring	Ravensdale
50031	Tendring	Kingsway/Station Road
50036	Tendring	West Road/New Pier Street/ Martello Rd
50038/41	Tendring	The Green
50046	Tendring	West Road/New Pier Street/ Martello Rd
50047	Tendring	Garden Road/Rochford Way
50050	Tendring	Colchester Rd
50051	Tendring	Hadleigh Road
50068	Tendring	Holland Road
50082	Tendring	Lawford Dale
50092	Tendring	Mill Street
50117	Tendring	Waterside
50117.5	Tendring	Bromley Rd/Old School Lane
50118	Tendring	Old Ipswich Rd
50078	Tendring	Stephenson Road
50052	Tendring	Carnarvon Road
50067	Tendring	Victoria Place/High Street
50071	Tendring	Williamsburg Ave
50074	Tendring	Holland Park school
50078	Tendring	Stephenson Road
50090	Tendring	Dean Hill Avenue
50118.5	Tendring	Lower Park Road
Ref	District	Scheme Name

TRO Update Report Appendix A - List of Completed Schemes

2	Uttlesford	Cambridge Road
10004	Uttlesford	Lower Street
10006	Uttlesford	Hatfield Broad Oak
10015	Uttlesford	Station Road
10019	Uttlesford	Normansfield
10023	Uttlesford	High Stile
10056	Uttlesford	Stebbing/Braintree Road
10059	Uttlesford	Hill Street
10028	Uttlesford	Audley End
10029	Uttlesford	High Street
10034	Uttlesford	Bullfields
10035	Uttlesford	School Lane
10039	Uttlesford	Star Lane
10045	Uttlesford	New Street
10046	Uttlesford	Museum Street
10021	Uttlesford	Catons Lane
10034.5	Uttlesford	Audley Road
10044	Uttlesford	Maitland & Manor Road
10048	Uttlesford	Knights Way/Randall Close
10049	Uttlesford	Lower Millfield
10052	Uttlesford	Bell Lane
10053	Uttlesford	Start Hill
10033	Uttlesford	Bridge Street



North Essex Parking Partnership

15 December 2016

Title: Development Plan 2018-2022
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker, NEPP Group Manager

To accompany the extension to the NEPP Agreement a new Development Plan sets out the actions, priorities and finances of NEPP through to 2022

1. Decision(s) Required

- 1.1. To decide to adopt the Development Plan for the NEPP in order to support the extension to the Joint Committee Agreement being offered by Essex County Council (ECC).
- 1.2. To write to ECC with details of the NEPP response to its invitation to extend the Agreement; the action to be delegated to the Chairman once all districts /boroughs have indicated their intentions.

2. Reasons for Decision

- 2.1. To support the extension to the Agreement a revised Development Plan is required to set out the priorities and finances for NEPP.
- 2.2. To provide a response within the timeline required by the Agreement to the extension, and to ensure good governance.

3. NEPP Agreement extension

- 3.1. The NEPP Agreement is for a term of 11 years, split into an initial 7 years plus the option of a 4-year extension.
- 3.2. The method of extending is set out in paragraph 3 of the Agreement – to paraphrase, either ECC can write to the NEPP Joint Committee, or the NEPP Joint Committee can request an extension.
- 3.3. A letter from ECC inviting NEPP to extend the Agreement is included in the Appendix; the extension has to be agreed by all parties and this must be put in writing to ECC before March 2017.
- 3.4. The Development Plan is also shown in the attached Appendix.

4. Recommendation

- 4.1. It is recommended that the Development Plan is accepted with immediate effect.
- 4.2. The chairman writes to ECC once the views of the districts/boroughs are known.

Appendix



Parking Partnership Development Plan 2018-2022

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Parking Partnership Development Plan

1. Parking Partnership Review – Executive Summary

The Review Governance Group met during the winter of 2015/16 and included the Chairman of each Partnership and the Essex County Council (ECC) Portfolio Holder.

Officer Working Groups were established to carry out the main work of the Review in order to present a report to the appropriate ECC Scrutiny Committee.

The initial summary was that by-and-large, the Parking Partnerships are working well and the original objectives are being met. ECC wants the Partnerships to continue to succeed and wants to help the Partnerships to achieve more.

The Review Group looked at the following areas:

- Communication with related areas, e.g. Local Highways Panels (LHPs)
- Looking at commonalities/collaboration between partnerships
- Operational innovation and any income/efficiency opportunities
- Reducing the funding for maintenance work

As part of its Review, the North Essex Parking Partnership (NEPP) has focussed on four key themes which were outcomes from the Scrutiny Review:

- Innovation
- Communication
- Efficiency
- Education

The outcomes of the Review were scrutinised by the Essex County Council Scrutiny Committee for Place which made a number of recommendations, outlined on the following pages.

2. Introduction and Context

2.1 History

When the partnerships were established in 2011 the Agreement gave the Essex Parking Partnerships (North, or NEPP and South, or SEPP) an initial 7-year initial term, with an option of a 4-year extension up to 31st March 2022.

An agreement to take up the option of a 4-year extension is required not less than 15 months before end of 7-year term (i.e. by December 2016).

There is a separate Off-Street Annexe to the Agreement.

2.2 Achievements to date

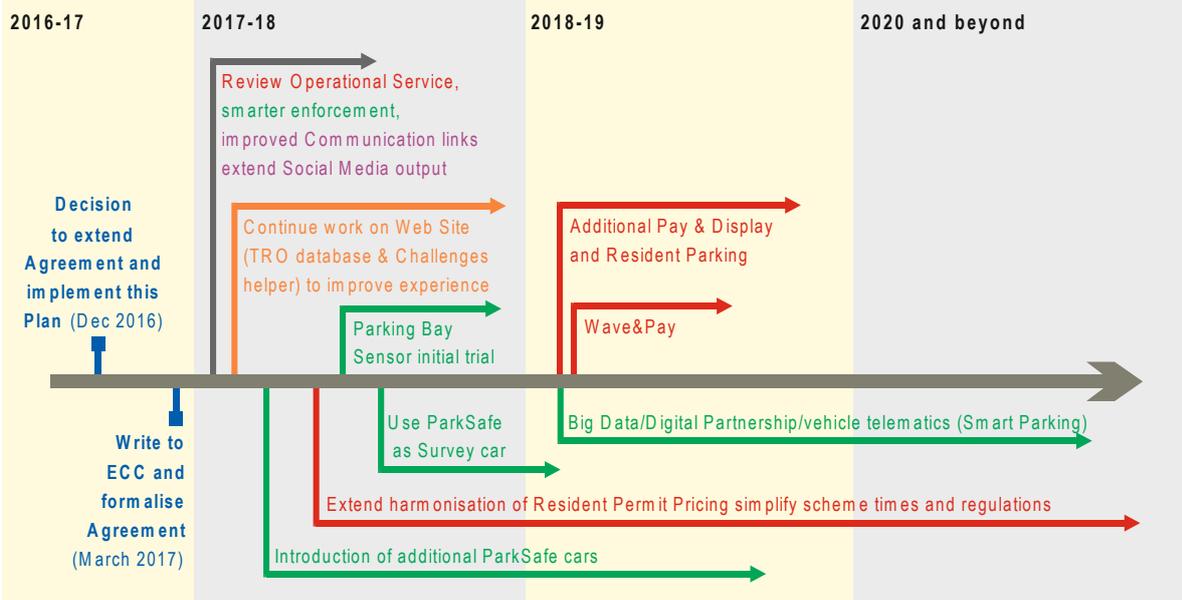
The Partnership has a proven history of change management and delivering significant improvements – a number of which have been delivered, including:

- Increased efficiency of back-office functions
- Greater flexibility of CEO deployment and streamlined management
- Collaboration across the two partnerships, including: joint policies, joint procurement, new ways of working, such as MiPermit
- Policies that are fit for purpose, including a methodology for the creation of Traffic Regulations Orders
- Robust local scoring system enabling smarter, more informed local decisions
- Improved processes and procedures for signs and lines installation and maintenance
- Increase in activity (and enforcement) due to local involvement of ward members, public and local consultations
- A single public website
- Savings achieved by combining management, accounts, legal and HR departments and closing offices – allowing for local re-investment of surpluses
- Working together in partnership with local input has resulted in a number of improved parking schemes, including Clacton-on-Sea town centre, Colchester Resident Parking, and Epping Forest Loughton Broadway reviews

This Development Plan sets the scene for operations between 2016 and 2022 and outlines the plans for the service as a result of the Review.

3. Timeline

The following timeline shows how interventions will be made over the currency of this plan:



4. Partnership Review – outline recommendations

The Essex Parking Partnerships have been reviewed and the outcomes are explained below. NEPP has created this Development Plan to detail how it will implement the recommendations and plans for implementation are expanded upon later in this document.

The starting point for ECC includes the following:

- To take up the 4-year extension and extend the Agreement, based on:

Recommendation	NEPP Topic
1. More efficiency	Efficiency
2. Achieving a sustainable self-financing service but also ensuring adequate contingency for future investment	
3. Establishing a TRO and Signs & Lines infrastructure that fully supports enforcement and wider highways/traffic management objectives	
4. Better communication with LHPs through Councillors	Communication
5. Improved web interface with better communication of NEPP services and a new central on-line TRO database	Education
6. Access to ECC funds (capital) for innovation & investment	Innovation
7. Increased enforcement with Park Safe Cars in conjunction with Civil Enforcement Officers and new dynamic ways of working	
8. Additional pay & display schemes and review 'limited waiting' schemes to replace with bay sensors, MiPermit and Wave&Pay	

It is highly likely that benefits will be made by using more digital means in the future.

5. Review Outcomes - Strategic Actions

5.1 Joint Committee Actions

A number of actions have been identified for the Joint Committee to decide as a result of the Review:

The outcomes require:	NEPP Actions
1. County Council wants to extend the Agreement	Create Development Plan; obtain agreement of Committee.
2. Final decision must be made by December 2016	Decision put to NEPP Committee in October and with Members in a position to decide by December 2016.
3. Notice needs to be given to start the extension by March 2018	Required to be in accordance with Agreement. ECC to give correct notice

These details will be presented to the Joint Committees in October and December 2016.

5.2 Strategic Issues

The Partnership needs to consider the following strategic issues:

- A Future Financial model
- Synergies with related areas (e.g. Highways Panels)
- Commonalities between partnerships (e.g. Website and shared knowledge)
- Operational innovation (set out below)
- Diversification opportunities

In future, the Partnerships have agreed:

- An early end to the £150k maintenance funding
- No new funding required (other than applications for capital)
- Note the amount of projects needing to be done
- A very short timescale to achieve the required stabilisation on new terms
- There are significant risks... in addition to the current risks already managed (e.g. the required projects in this Development Plan).

Details of these appear below in the Joint Committee section.

6. NEPP Operational Review Issues

Several actions have been identified for the Operational Service to implement as a result of the Review. These details are also expanded upon in the following pages. The details fall into two categories: Operational and TRO Function.

6.1 Operational Actions

Several actions have been identified; a small organisational review will be necessary to carry out the changes necessary to provide the efficiency and innovation required.

The outcomes require:	NEPP Actions
4. Extension will be made based on the Partnerships demonstrating further efficiency and innovation	Implement the Development Plan
5. There is a need to communicate more and look for ways to improve the customer experience on the web	
6. Look at ways North and South can work together, e.g. TRO request and PCN website (changing from 'process' to "education") There is a need to : <ul style="list-style-type: none"> ▪ reduce the backlog of schemes waiting ▪ update the parking orders and make sure mapping is up to date (and a need to map out some parking restrictions in two areas for the first time) 	
7. NEPP will deal with Epping Forest leaving the Off-Street partnership	Pass operation of the Epping Forest off-street in its area to the District Council

This new Development Plan has been created to help the service operate with reduced support but to maintain the quality and level of enforcement, business and TRO services.

6.2 TRO Function

Several actions have been identified; this includes the need to integrate the TRO function into the main operation, including budget and finances.

The outcomes require:	NEPP Actions
8. Essex County Council withdrawing the £150,000 per year maintenance support in two parts, reducing to £120,000 2016/17 and then £0 from 2017/18.	Amend operations and budget to fully include the TRO process
9. Partnerships need to fund all TRO schemes and maintenance themselves ... and any other work, reviews, or backlogs undertaken as part of the Partnership Budget.	
10. NEPP has now used the last of its “backlog fund” -- there is a need to fund this in future c.£60k p.a.	

The main area that will change is in the reduction of the £150,000 annual funding from ECC to NEPP.

This will reduce by £30,000 in 2016/17 - for signs and lines maintenance - with the removal of this funding completely from 2017/18. A firm financial footing has been established to mitigate this change.

7. Strategic Financial Issues

7.1 A Future Financial model

With the exception of the TRO function, the budgets for the service have been settled for some time. Details are shown in Appendix C . The table in the appendix also shows a forecast for the remaining years of the Agreement if no further changes were made.

The service plans to re-organise and remove any unfilled vacancies where posts are not needed and transfer that budget to fund other parts of the plan.

Funding for additional ParkSafe cars and other technological innovations will be included within future budgets.

The service will plan to bring the TRO/sign/line function, presently funded separately, into the Partnership budget.

7.2 Income

In terms of income, the previous Development Plan outlined increases to Resident Parking Permits, based on the costs of the service provided, with a plan to bring these into line (as far as possible, given socio-demographic differences between local areas) eventually.

The plan for the resident parking prices was agreed in 2015 and this will conclude by 2018; prior to this, prices were agreed on an ad-hoc basis. It is recommended that this plan is carried through to its agreed conclusion (2018) and then implement the new plan up to 2022, pending any further technical innovations with the scheme which could impact pricing structure in future (either up or down).

Details of the agreed Resident Parking price plan are shown Appendix D, below.

7.3 Policy Issues impacting financial efficiency

A number of operational policy issues has been identified where a revised strategic approach could benefit the efficacy of the service has been identified:

Waiting Restrictions: Harmonising time length of time for restrictions to be in force should be an aim to provide the same value for restriction time for the householder – e.g. four hours per day or whole day or 24/7 – unless areas have elected to have a lesser restriction in place (7.45 – 9 am scheme). Schemes could be made up to cover wider times of the day, pending consultation, on application, which would also make enforcement more practical.

Pricing regime: There are presently lots of prices – it is difficult to explain differences in the structure and especially difficult to explain when patrol costs (the main cost) to NEPP is the same wherever it is. NEPP intends to introduce a Standard Price (JPC has previously agreed £70, based on a previous ECC recommendation), which all schemes should be priced at in order to cover the costs of operating the scheme generally.

- Need to bring patrol costs into equation
- Local variations historically mean wide variations still exist presently – even though there is a plan to harmonise, however this will probably not bring all prices into line even by 2022.
- The ParkSafe Survey car may bring changes in future – reducing patrol costs – which will be passed on.

8. Strategic Operational Issues

8.1 A Future Operational model

Future financial model: NEPP has always planned to cover its costs by having a strategy to harmonise resident parking prices by continuing to increase by 10% p.a. until costs are covered (note, this is not an inflationary increase, but a move to cover existing costs).

The following principles have been adopted:

- When costs for an area are covered then any surplus will be invested in TROs, and the permit price reduced if savings can be made by using new technology.
- Increase by 10% p.a. those permit prices which are less than £65. In future the price will be reviewed (downwards) if new technology makes savings.
- More schemes are being implemented all the time. JPC agreed the cost for a permit in a new scheme should be £70. New schemes now to be £65 unless this is an extension to an existing zone. All schemes, in time, will become the Standard Price of £65.
- Prices will be mirrored for the Second Permit should have a premium of 30%. The Third Permit will remain discretionary and be at a 50% premium, with special attention given to narrow, crowded streets where parking is already difficult (including Colchester which has previously opted out of a Third Permit because of the lack of space) or where there are local socio-demographic or geographic reasons to deviate.

- New Resident Parking schemes provide an income to support themselves and new and Pay & Display schemes, which may be funded by capital receipts from the county council, could provide an additional revenue income to fund other schemes. Aside from this, externally funded schemes help provide extra income to assist funding the Development Plan.

In Appendix C there are there are two financial illustrations – firstly there is a table showing details of the Partnership financial neutral forecast, at 2016 prices, where no other intervention is made, based on a ‘do nothing’ scenario.

The second table indicates how a small change to staffing budgets could produce a balanced budget with funds which could be reinvested into the service. In addition future cost inflation will be a part of the plans, for instance to keep permit prices representative of the cost of scheme provision.

Some work to reduce costs further, through efficiency, beside the illustrations in the Appendix, has already commenced. The budget set aside as a result of efficiency savings will enable further investment to be made in the other projects in this Plan.

So far we have:

- started work on updating the website;
- a project presently to buy one ParkSafe car
- asked the supplier to develop the TRO module, as this will take time
- begun looking at processes that can be updated, simplified or computerised (or even ceased).

Next a small reorganisation will be carried out to match the organisational structure to the new business requirements; this is expected to make a budget available for use to provide further ParkSafe vehicles to provide for additional smarter enforcement patrols and to cover the TRO function.

The costs of other parts of the operation are expected to remain broadly similar.

Details are set out in Section 13.1 below.

8.1.1 TRO Function & Maintenance funding

An early end to the £150k has been requested by the county council. The service will be able to reorganise budgets to cover parts of the revised finances.

A very short timescale has been allowed to achieve the required stabilisation on new terms and this carries a moderate risk.

Where budgets permit, a review of previously-implemented schemes could be undertaken to review the success based on the original objectives of the schemes.

8.1.2 No new funding required (other than applications for capital)

With the exception of the details pertaining to the TRO function, mentioned above, no additional revenue funding is expected or required at present for the Partnership, save for inflationary increases which may be required to cover salary and energy increases in future years. Progress, as before, will be dependent upon the amount of funding available and NEPP has always chosen not to over-commit to things it cannot afford.

8.1.3 Synergies with related areas

(e.g. Local Highways Panels, or LHPs)

Plans to increase communication generally on a day-to-day basis are included within the organisational restructure by changing the way communication is made to and within NEPP, and improving the channels of external communication for service-related issues through the Area Managers.

Additional measures were recommended by the Review Group including the establishment of a Parking Partnership forum to operate at the strategic level, to include the Chair of each Partnership and the County Portfolio Holder.

It is intended to work more closely with the LHPs where externally-funded schemes can be implemented by working in partnership.

8.1.4 Commonalities between partnerships

A number of cross-working initiatives has been completed to date and these are shown Appendix A below. Additional cross-working has been identified for areas of the Website using shared knowledge to develop a revised web-based challenge process and TRO database which will give better access to schemes proposed and in design.

8.2 Operational innovation

Other ideas from the Review included other uses for the ParkSafe car, more ParkSafe cars, more pay & display parking areas (and converting this to MiPermit or wave & pay), different ways of enforcing limited waiting, looking to remove duplication and inefficiency, and modernising processes.

8.3 Diversification opportunities

NEPP will look to work with others wherever this aligns with its priorities.

These issues are set out in strategic detail in the tables in the Appendices, and will be progressed when any restructuring is complete.

8.4 Risk Analysis

There are significant risks... in addition to the current risks already managed (e.g. the required projects in this Development Plan).

Financial risks and their mitigation are discussed below and examples of possible outcomes are given in the Appendices.

Enforcement is the hardest area to cover – NEPP has always struggled to recruit CEO staff of the right calibre, and this alongside distance management is the major challenge from the group outside the financial impact of the Review.

Note the amount of projects needing to be done (details as set out below).

NEPP maintains a register of risks which has been updated to reflect the current circumstances.

9. NEPP Operational Service for the future

NEPP sets out the following statements here so that they can be cross referenced from Annual Reports and other documents.

9.1 Mission and Vision

Our mission is to:

- Work in Partnership, providing the best parking service possible.
- Deliver a well-budgeted, effective, efficient and economic service in line with national, regional and local objectives for regeneration, transport and the environment;
- Plan for and provide adequate parking for future needs, and leading in innovative parking services;
- Maintain the highest level of service, safety and customer care whilst covering costs of enforcement;
- Demonstrate continuous service improvement and high levels of performance.
- Clearly and concisely communicate the vision and plans set out to all those who need to buy in to them in order to deliver the programme.

- Working in Partnership with you

The Partnership's Vision:

- To continue to expand, grow and improve the single, flexible enterprise providing full parking services for a large group of partner authorities operating as a single unit;
- Continuously improve by concentrating on the four identified themes: **Innovation**, **Communication**, **Efficiency**, **Education** operating as a single enterprise and being a model for others to follow;
- The enterprise includes the parking expertise from all the partner authorities (including any future partners which may join), as a single entity managed centrally with satellite outstations providing bases for local operations.
- There will be a common operating model, adopting best practices and innovation, yet also allowing variation in local policies and decision-making.
- Progress will be constrained by investment in the annual business plan.
- The service will require joint investment (both political and financial) from all partners and a sign-up to the joint strategy, model and structure proposed.

9.2 Aims and Objectives

The plan sets out specific strategies relating to each part of the service, or parts of the client authorities' services where change is taking place; they have independent timescales, but fit together and support this document.

The Aims are divided into functions as follows:

- Support the core principles of TMA 2004 and LTP3;
- Operate the Civil Parking Enforcement function up to and beyond 2022;
- Operate parking enforcement and TRO function overall at zero deficit;
- Maintain a reserve fund within agreed boundaries;
- Work in partnership with others wherever possible
- Partnership Client Officers take all reasonable steps to ensure individual areas maintain their off-street contribution;
- Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available

9.3 Local Transport Plan

The Partnerships continue to support the Local Transport Plan outcomes of Essex County Council (LTP3 and beyond) including:

- Improving the management of parking within urban areas, (including the possible development of Park & Ride facilities to remove traffic from congested corridors);
- Stronger parking enforcement, particularly where illegally parked vehicles impede traffic flows or block access by public transport;
- Improving the management of goods deliveries, ensuring that appropriate vehicles are used and that delivery and loading does not inhibit traffic flows;
- Providing connectivity for Essex communities and international gateways to support sustainable economic growth and regeneration;
- Reducing carbon dioxide emissions and improve air quality through lifestyle changes, innovation and technology;
- Improving safety on the transport network and enhance and promote a safe travelling environment

10. Operations to 2022

The main task will be to design an operation which will be fit for the future, so that an Agreement can be reached by December.

The following pages set out how the operational service will be developed in order to support a new financial model, by bringing the TRO function fully into the operation and redesigning some of the organisation in order to help deliver greater communication and education as part of the future operations.

It was recognised as part of the internal review workshops that there are many paths of communication into NEPP and this is a key area which will be managed differently in future. In addition, change management at the lead authority suggests that increased efficiency is deliverable through updated online facilities which also enable a greater level of self-service. There is a great deal of synergy between these areas and the innovation which has already begun to take place.

As part of its Review, NEPP has focussed on four key themes which were outcomes from the Scrutiny Review:

- Innovation
- Communication
- Efficiency
- Education

11. Other opportunities through to 2022

Potential digital enhancements might include the following innovations:

- Wider features/benefit
- Big data, including Chipside's 'Opidatim' model
- Smart Cities initiative
- Internet of Things
- Other digital/smart opportunities

12. Operational Service Review - Focus

Innovation

- Replace limited waiting with bay sensors
- Other uses for the ParkSafe car
- Use ParkSafe cars to carry out surveys
- Aggregate data, things we collect in any event, to help TRO production
- Smart parking
- Technology is fast-moving

Communication

- Internal – throughout the group
- External – with LHP; with county councillors; districts; town and parishes
- Routes in: How do people contact us?
- Space availability – data value for motorists
- Information flow across boundaries

Efficiency

- different ways of enforcing limited waiting
- more ParkSafe cars – data collection whilst going about usual business
- looking to remove duplication and inefficiency, and modernising processes
- Make technical service a full part of NEPP
- More pay & display (and converting this to wave & pay)
- Find the required £210k p.a. for TRO function
- Smarter enforcement - efficiency in enforcement
- More informed TRO data from smart surveys
- Vacancies...

Education

- Make better use of the website – revise and improve
- Cut down on what people ask
- Customer self serve
- we have started work on updating the website
- we have asked Chipside to develop the TRO module
- Blog & Twitter social media feeds
- How can we develop better links to LHP & local councillors?

13. Operational Efficiency

The service is presently split into three operational areas: Enforcement, Business Unit, Technical Service. An Internal Review has concluded that changes can make efficiencies, in order to deliver the additional levels of service identified.

Strategic aim of change to reduce staffing as % of spend

13.1 Organisational Structure to 2022

In General terms, the operational structure will continue to be divided into the three functions. The Review has concluded that some Operational Changes will be necessary, although the details have yet to be finalised.

The changes fit under the headings used elsewhere in the review.

- **Innovation**
- **Communication**
- **Efficiency**
- **Education**

The internal review suggested that the operational objectives could be summarised under each of these four headings, and these have been used throughout the document, set out in the tables below for each area:

Enforcement

A minor restructure in order to balance resources and the new objectives:

Recommendation	NEPP Topic
1. Streamlined operation to reduce duplication.	Efficiency
2. Roles to be shared across partnership areas.	
3. Better communication with outside partners through Area manager role also the channel for incoming communication.	Communication
4. Too many channels at the moment - reduce as too confusing; improve single lines of communication in areas.	
5. Improved education building on 'Open Day' initiative, providing information through Councillors, Client Officers and other Stakeholders at first call.	Education
6. Access to services internally and externally using technology, including online services for staff news	Innovation
7. Increased enforcement with Park Safe Cars in conjunction with Civil Enforcement Officers and new dynamic ways of working	
8. Changing the way enforcement is carried out, introducing pay & display schemes rather than limited waiting and review 'limited waiting' schemes to replace with bay sensors, MiPermit and Wave&Pay	

Tech Team

A minor restructure in order to streamline resources matching them against the new operating environment:

Recommendation	NEPP Topic
9. Streamlined operation to reduce duplication.	Efficiency
10. Roles to be shared across partnership areas, improving resilience of the TRO function	
11. Centralise incoming calls and consider help points.	Communication
12. TRO database developed for online access	
13. More online self-service help for public; better signage	Education
14. Access to services internally and externally using technology	Innovation
15. Develop job allocation software	
16. Changing the way 'limited waiting' schemes operate, to replace with bay sensors, MiPermit and move to cashless Wave&Pay	

Business Unit

Minor changes to bring services into the section from other areas and provide greater coverage across the week.

Recommendation	NEPP Topic
17. Streamlined incoming call handling across Partnership and review operational times	Efficiency
18. Establish sufficient support roles at appropriate levels including a focus on training and communication	
19. Web site review – challenge and representation online help.	Communication
20. TRO database developed for online access	
21. More and improved online self-service help for public	Education
22. Access to services internally and externally using technology	Innovation
23. ParkSafe cars	

13.2 Future post 2022 and other areas

NEPP will develop its TRO and engineering function to be able to continue to provide services which it can sell outside the main Agreement.

Above all, NEPP must be the right service organisation before we take more on.

By following the general direction and concepts in this plan NEPP will seek to position itself well to continue providing the services beyond 2022.

Appendix A Working Together initiatives to date

A number of initiatives have been started by one Partnership and shared with the other.

NEPP	SEPP	Efficiency/saving/benefit
2011 Enforcement Policy, Policy document, Operational Protocol & other operational policies	➔	Administration saving in production of Policy documents by just NEPP side, rather than both NEPP and SEPP individually in parallel. Policy Consistency.
	← CCTV car Operation, management and costings	Operational experience and budgets shared, SEPP experience was basis of NEPP trial and later NEPP own purchase
Web site designed, built, hosted, set up and operational at start of partnership www.parkingpartnership.org	➔	NEPP set up the Essex parking partnership website which is used as a focal point for transactions by both NEPP and SEPP. Now under review for further improvements.
	← Body Worn Video Operation, management and costings	Operational experience, policy, budgets and operational certification shared, SEPP experience was basis of NEPP trial and later NEPP own purchase
MiPermit Operation, management and costings	➔	Operational experience, policy, budgets and operational experience shared, NEPP experience was basis of SEPP use of this system. Saves administration, secured stationery, postage and storage. Better fraud protection. Use can be tracked.
	← 2015 TRO Policy, Policy document,	Administration saving in production of Policy documents by just SEPP side, rather than both NEPP and SEPP individually in parallel. Policy Consistency.
2015 Policy Update, Policy document, Operational Protocol & other operational policies	➔	Administration saving in production of Policy documents by just NEPP side, rather than both NEPP and SEPP individually in parallel. Policy Consistency.
	← School Partnership Group, scheme for outside schools	Policy for parking near schools. Map for area near school with input from children. Adopted by school. Dissuades drop kerb parking, double parking. Shows preferred parking places.
Parking Bay Sensors	➔	

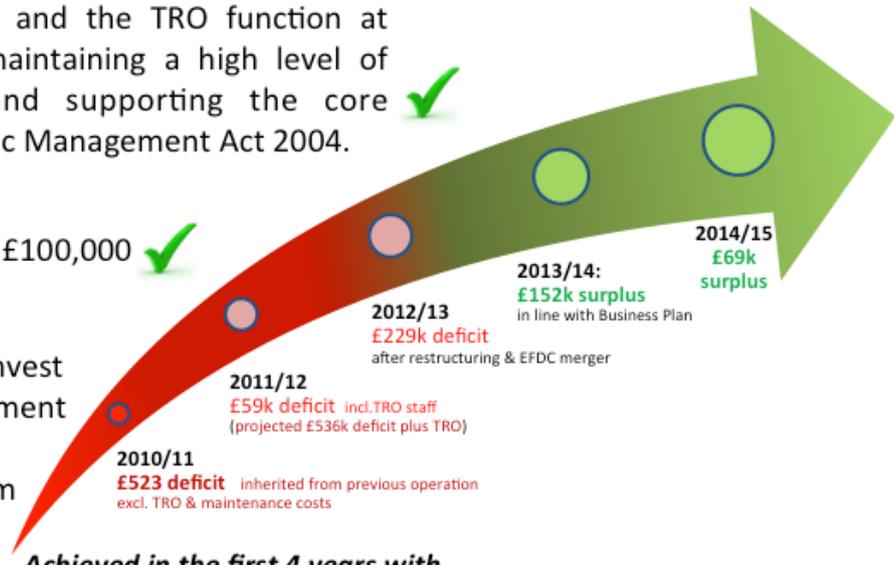
Appendix B Financial Performance to date

The original objectives of the Partnerships have largely been met.

- Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit, while maintaining a high level of service provision and supporting the core principles of the Traffic Management Act 2004. ✓

- Maintain a reserve of £100,000 ✓

- Provide a surplus to invest back into the enforcement and TRO function and maintain the long term business plan. ✓



Achieved in the first 4 years with

- Better case/debt management
- Smarter patrol coverage
- Structured fees
- Harmonised cost and policy across areas

Appendix C Financial Information

It has been tough to get the Partnership to a point of self-sufficiency. Income is still the greatest risk area. Permit prices have risen across the area, and most operational efficiency gains have already been realised.

NEPP	
On-Street operational model and costs	<ul style="list-style-type: none"> Gross spend 16/17: £2.2m PA Cost ratio: staff/other = 67/33 Steady state surplus c£164k PA Average surplus last 3 years 8%
On-Street income generation	2016/17 On-street income: <ul style="list-style-type: none"> PCNs - £1,660k (70%) Permits & Seasons - £500k (21%) Pay & Display - £200k (8%)
S&Ls and TROs Operational model and costs	<ul style="list-style-type: none"> Gross spend 16/17: £301k PA Cost ratio: staff (28%) / non staff (72%) Total NEPP funding to 16/17: £84k Cumulative deficit to 16/17: £312k
Volume and use of ECC subsidy	Cumulative ECC funding to 16/17: <ul style="list-style-type: none"> On-street - £183k TRO - £1,368k Total - £1,551k
Projected cumulative surplus balance	<ul style="list-style-type: none"> at end of 2016/17 £256k

NEPP	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	Outturn	Outturn	Outturn	Outturn	Forecast	Estimate	Forecast	Forecast	Forecast	Forecast	Forecast
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
							Assumes Jan 2016 price base				
Off-Street											
Off Street Net (Surplus) / Deficit	(2)	(6)	(9)	4	(139)	-	-	-	-	-	-
On-Street											
Expenditure											
Employees	1,119	1,554	1,355	1,317	1,227	1,477	1,499	1,499	1,499	1,499	1,499
Premises & Accommodation	87	86	72	52	37	57	57	57	57	57	57
Supplies & Services	160	141	195	178	150	223	223	223	223	223	223
Third Party Payments	2	49	41	39	31	35	35	35	35	35	35
Transport & contract hire	44	67	83	77	100	93	93	93	93	93	93
Central Support	151	199	193	199	209	211	211	211	211	211	211
IT	48	93	73	115	111	100	100	100	100	100	100
Other	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	1,611	2,188	2,012	1,977	1,865	2,196	2,218	2,218	2,218	2,218	2,218
Income											
PCNs	(1,215)	(1,482)	(1,649)	(1,512)	(1,778)	(1,660)	(1,660)	(1,660)	(1,660)	(1,660)	(1,660)
Parking Permits / Season Tickets	(344)	(387)	(431)	(462)	(495)	(500)	(500)	(500)	(500)	(500)	(500)
Pay & Display etc	-	(153)	(158)	(157)	(188)	(200)	(200)	(200)	(200)	(200)	(200)
Other	(20)	(14)	(6)	(1)	(1)	-	-	-	-	-	-
ECC Funding of On Street Deficit	(32)	(151)	-	-	-	-	-	-	-	-	-
Total Income	(1,611)	(2,188)	(2,244)	(2,132)	(2,462)	(2,360)	(2,360)	(2,360)	(2,360)	(2,360)	(2,360)
On Street Net (Surplus) / Deficit	-	(0)	(232)	(155)	(597)	(164)	(142)	(142)	(142)	(142)	(142)
Use of On Street Surplus											
Contribution to Civil Parking Reserve	-	-	152	19	-	-	-	-	-	-	-
Contribution to Cashflow Reserve	100	-	-	-	-	-	-	-	-	-	-
Contribution to repairs fund	-	-	-	-	-	20	20	20	20	20	20
Contribution to TRO	-	-	-	-	-	90	210	210	210	210	210
Use of On Street Surplus	100	-	152	19	-	110	230	230	230	230	230
On Street Cumulative (Surplus) / Deficit	100	100	20	(116)	(713)	(767)	(679)	(590)	(502)	(413)	(325)
Signs & Lines Maintenance and Traffic Regulation Orders											
Expenditure											
Employees	27	78	80	86	85	83	84	84	84	84	84
Premises & Accommodation	-	-	-	-	-	-	-	-	-	-	-
Supplies & Services	112	265	236	216	209	200	200	200	200	200	200
Third Party Payments	-	-	-	-	0	2	2	2	2	2	2
Transport & contract hire	1	5	6	7	7	2	2	2	2	2	2
Central Support	-	3	8	12	13	13	13	13	13	13	13
IT	-	1	2	7	7	1	1	1	1	1	1
Other	-	-	-	3	2	-	-	-	-	-	-
Total Expenditure	140	352	332	331	323	301	302	302	302	302	302
Funding											
ECC S&L Initial Maintenance funding	(250)	-	-	-	-	-	-	-	-	-	-
ECC S&L Annual Maintenance funding	(150)	(150)	(150)	(150)	(150)	(120)	-	-	-	-	-
ECC Funding of TRO employee costs	(27)	(78)	-	-	-	-	-	-	-	-	-
On Street Contribution to TRO	-	-	-	-	-	(90)	(210)	(210)	(210)	(210)	(210)
Civil Parking Reserve Contribution to TRO	-	-	-	-	(24)	-	-	-	-	-	-
Payment for Requested TROs	-	-	(7)	(6)	-	-	-	-	-	-	-
EFDC Other Services	-	-	(15)	-	-	-	-	-	-	-	-
ECC Cashflow contribution	(100)	-	-	-	-	-	-	-	-	-	-
Total Funding	(527)	(228)	(172)	(156)	(174)	(210)	(210)	(210)	(210)	(210)	(210)
TRO Net (Surplus) / Deficit	(387)	124	160	175	149	91	92	92	92	92	92
TRO Cumulative (Surplus) / Deficit	(387)	(263)	(103)	72	221	312	404	495	587	679	771
Start Up Funds											
Fund Balance from previous CBC oprtn	(48)	-	-	-	-	-	-	-	-	-	-
Body Worn Video - Provisional Sum	-	-	-	-	35	-	-	-	-	-	-
Bay Sensor Trial	-	-	-	-	13	-	-	-	-	-	-
Start Up Fund Balance	(48)	(48)	(48)	(48)	-	-	-	-	-	-	-
Civil Parking Reserve											
Contribution from On Street Surplus	-	-	(152)	(19)	-	-	-	-	-	-	-
Contribution to TRO	-	-	-	-	24	-	-	-	-	-	-
Handhelds	-	-	-	-	45	-	-	-	-	-	-
Civil Parking Reserve Balance	-	-	(152)	(171)	(102)	(102)	(102)	(102)	(102)	(102)	(102)
Cashflow Reserve Balance	(100)	(100)	(100)	(100)	(100)						
DO NOTHING OPTION											
On Street & TRO Total Cumulative Surplus	(435)	(311)	(383)	(363)	(694)	(657)	(477)	(297)	(116)	64	244
Net impact of Options (Surplus) / Deficit	19	27	41	99	(106)	(189)	46	87	186	80	(109)
Cumulative impact (Surplus) / Deficit	19	46	87	186	80	(109)	46	87	186	80	(109)
NEW MODEL INCLUDING OPTIONS											
On Street & TRO Total Cumulative Surplus	(435)	(311)	(383)	(363)	(694)	(638)	(431)	(210)	70	144	135

NEPP	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	Outturn £'000	Outturn £'000	Outturn £'000	Outturn £'000	Forecast £'000	Estimate £'000	Forecast £'000	Forecast £'000	Forecast £'000	Forecast £'000	Forecast £'000
Off-Street											
Off Street Net (Surplus) / Deficit	(2)	(6)	(9)	4	(139)	-	-	-	-	-	-
On-Street											
Expenditure											
Employees	1,119	1,554	1,355	1,317	1,227	1,420	1,420	1,420	1,420	1,420	1,420
Premises & Accommodation	87	86	72	52	37	57	57	57	57	57	57
Supplies & Services	160	141	195	178	150	223	223	223	223	223	223
Third Party Payments	2	49	41	39	31	35	35	35	35	35	35
Transport & contract hire	44	67	83	77	100	93	93	93	93	93	93
Central Support	151	199	193	199	209	211	211	211	211	211	211
IT	48	93	73	115	111	100	100	100	100	100	100
Other	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	1,611	2,188	2,012	1,977	1,865	2,139	2,139	2,139	2,139	2,139	2,139
Income											
PCNs	(1,215)	(1,482)	(1,649)	(1,512)	(1,778)	(1,660)	(1,660)	(1,660)	(1,660)	(1,660)	(1,660)
Parking Permits / Season Tickets	(344)	(387)	(431)	(462)	(495)	(500)	(500)	(500)	(500)	(500)	(500)
Pay & Display etc	-	(153)	(158)	(157)	(188)	(200)	(200)	(200)	(200)	(200)	(200)
Other	(20)	(14)	(6)	(1)	(1)	-	-	-	-	-	-
ECC Funding of On Street Deficit	(32)	(151)	-	-	-	-	-	-	-	-	-
Total Income	(1,611)	(2,188)	(2,244)	(2,132)	(2,462)	(2,360)	(2,360)	(2,360)	(2,360)	(2,360)	(2,360)
On Street Net (Surplus) / Deficit	-	(0)	(232)	(155)	(597)	(221)	(221)	(221)	(221)	(221)	(221)
Use of On Street Surplus											
Contribution to Civil Parking Reserve	-	-	152	19	-	-	-	-	-	-	-
Contribution to Cashflow Reserve	100	-	-	-	-	-	-	-	-	-	-
Contribution to repairs fund	-	-	-	-	-	20	20	20	20	20	20
Contribution to TRO	-	-	-	-	-	90	210	210	210	210	210
Use of On Street Surplus	100	-	152	19	-	110	230	230	230	230	230
On Street Cumulative (Surplus) / Deficit	100	100	20	(116)	(713)	(824)	(815)	(806)	(797)	(788)	(779)
Signs & Lines Maintenance and Traffic Regulation Orders											
Expenditure											
Employees	27	78	80	86	85	83	84	84	84	84	84
Premises & Accommodation	-	-	-	-	-	-	-	-	-	-	-
Supplies & Services	112	265	236	216	209	200	200	200	200	200	200
Third Party Payments	-	-	-	-	0	2	2	2	2	2	2
Transport & contract hire	1	5	6	7	7	2	2	2	2	2	2
Central Support	-	3	8	12	13	13	13	13	13	13	13
IT	-	1	2	7	7	1	1	1	1	1	1
Other	-	-	-	3	2	-	-	-	-	-	-
Total Expenditure	140	352	332	331	323	301	302	302	302	302	302
Funding											
ECC S&L Initial Maintenance funding	(250)	-	-	-	-	-	-	-	-	-	-
ECC S&L Annual Maintenance funding	(150)	(150)	(150)	(150)	(150)	(120)	-	-	-	-	-
ECC Funding of TRO employee costs	(27)	(78)	-	-	-	-	-	-	-	-	-
On Street Contribution to TRO	-	-	-	-	-	(90)	(210)	(210)	(210)	(210)	(210)
Civil Parking Reserve Contribution to TRO	-	-	-	-	(24)	-	-	-	-	-	-
Payment for Requested TROs	-	-	(7)	(6)	-	-	-	-	-	-	-
EFDC Other Services	-	-	(15)	-	-	-	-	-	-	-	-
ECC Cashflow contribution	(100)	-	-	-	-	-	-	-	-	-	-
Total Funding	(527)	(228)	(172)	(156)	(174)	(210)	(210)	(210)	(210)	(210)	(210)
TRO Net (Surplus) / Deficit	(387)	124	160	175	149	91	92	92	92	92	92
TRO Cumulative (Surplus) / Deficit	(387)	(263)	(103)	72	221	312	404	495	587	679	771
Start Up Funds											
Fund Balance from previous CBC oprtn	(48)	-	-	-	-	-	-	-	-	-	-
Body Worn Video - Provisional Sum	-	-	-	-	35	-	-	-	-	-	-
Bay Sensor Trial	-	-	-	-	13	-	-	-	-	-	-
Start Up Fund Balance	(48)	(48)	(48)	(48)	-						
Civil Parking Reserve											
Contribution from On Street Surplus	-	-	(152)	(19)	-	-	-	-	-	-	-
Contribution to TRO	-	-	-	-	24	-	-	-	-	-	-
Handhelds	-	-	-	-	45	-	-	-	-	-	-
Civil Parking Reserve Balance	-	-	(152)	(171)	(102)						
Cashflow Reserve Balance	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)
DO NOTHING OPTION											
On Street & TRO Total Cumulative Surplus	(435)	(311)	(383)	(363)	(694)	(714)	(613)	(512)	(412)	(311)	(210)
Net impact of Options (Surplus) / Deficit	19	27	41	99	(106)	(189)	27	41	99	(106)	(189)
Cumulative impact (Surplus) / Deficit	19	46	87	186	80	(109)	46	87	186	80	(109)
NEW MODEL INCLUDING OPTIONS											
On Street & TRO Total Cumulative Surplus	(435)	(311)	(383)	(363)	(694)	(695)	(567)	(425)	(226)	(231)	(319)

Appendix D Permit Price Plan

A plan to harmonise the very wide range of permit prices was included in the previous Development Plan; details are included here.

Table of Prices - budget proposals								
Parking Order:	Braintree							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£30.00	£33.00	£35.00	£40.00	£43.00	£45.00	£48.00	£50.00
Second Resident Permit (where available)	£30.00	£41.25	£45.00	£50.00	£55.00	£60.00	£65.00	£70.00
Third Resident Permit	£50.00	£62.50	£80.00	discontinued				
Parking Order:	Colchester							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£50.00	£52.00	£55.00	£60.00	£62.00	£63.00	£64.00	£65.00
Second Resident Permit (where available)	£50.00	£52.00	£70.00	£75.00	£78.00	£80.00	£80.00	£80.00
Third Resident Permit	£50.00	£52.00	discontinued					
Parking Order:	Harlow							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£18.00	£21.00	£25.00	£30.00	£33.00	£35.00	£38.00	£40.00
Second Resident Permit (where available)	£34.00	£42.50	£55.00	£60.00	£65.00	£70.00	£75.00	£80.00
Third Resident Permit	£70.00	£87.50	£110.00	discontinued				
Parking Order:	Tendring							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£35.00	£39.00	£42.00	£47.00	£50.00	£53.00	£55.00	£58.00
Second Resident Permit (where available)		£52.00	£55.00	£60.00	£62.00	£65.00	£68.00	£70.00
Parking Order:	Uttlesford							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00
Second Resident Permit (where available)			£100.00	£105.00	£105.00	£105.00	£105.00	£105.00
Parking Order:	Epping Forest							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£25.00	£30.00	£35.00	£40.00	£43.00	£45.00	£48.00	£50.00
Second Resident Permit (where available)	£50.00	£55.00	£70.00	£75.00	£78.00	£80.00	£80.00	£80.00
Third Resident Permit	£100.00	£125.00	£130.00	£150.00	£150.00	£155.00	£155.00	£160.00

Appendix E Review Outcomes

Table 1 - new income generation schemes	
Income area	features
Additional pay & display schemes	<ul style="list-style-type: none"> ▪ £94k (16/17 - 21/22) ▪ Schemes at Loughton High Road (3 new areas), plus a general charges increase for Epping Forest area P&D ▪ These changes have been agreed and already feature in existing plans ▪ Fee increase already agreed (Dec 2015) and planned to take effect in April 2016 ▪ An additional area of P&D is already planned (less the costs of its' implementation; set up costs usually covered in-year) ▪ Additional income is from 1 and 2 above, combined ▪ Other increases may be necessary
Increased enforcement with Car & CEO	<ul style="list-style-type: none"> ▪ £344k additional income /CEO saving (16/17 - 21/22) ▪ Capital Funding may be required (£70k) ▪ One car has been funded in current plans for £35k ▪ One car is £35k hardware. One car is already funded and approved. Additional work would be necessary to implement a second or third car prior to the Extension ▪ The ParkSafe car can provide efficiency savings when patrolling Resident Parking, and also supply details for TRO schemes and enforcement at schools and bus stops ▪ The removal of budget for two CEOs could make a saving of £48k. There are presently more than 3 vacancies ▪ Introduction of additional ParkSafe Cars could give additional CEO savings, although the car still needs a driver; it is the efficiency in enforcement speed which would be saved, perhaps not requiring vacancies to be filled ▪ Savings come from reducing CEO count (by naturally wasting vacancies which already exist)
Reduce/ Eliminate limited time waiting (replace with bay sensors and MiPermit/Wave & Pay)	<ul style="list-style-type: none"> ▪ These changes are not yet in the forward plan. ▪ Additional income £180k & CEO savings £169k (16/17 - 21/22) ▪ Implementation funded from Equipment Renewals Fund. ▪ £18k buys 100 sensors ▪ One sensor = hardware cost plus £2/month ▪ Bay sensor trials. Converts limited waiting into managed bays. ▪ Possible implementation of MiPermit to allow longer stays than presently permitted. ▪ Requires investment plus change of restriction type to enable "digital permit" ▪ No present link between sensor and MiPermit - user must decide to link by bay number with VRM
Additional big new Paid Parking schemes (new TRO schemes)	<ul style="list-style-type: none"> ▪ Big new schemes rather than conversion of existing ▪ Schemes at Harlow Town Mill Station have been identified ▪ These changes are not yet in the forward plan ▪ Additional income £195k (16/17 - 21/22) ▪ Implementation costs £170k ▪ Income ring-fenced to fund TRO programme ▪ Capital programme

Appendix F The 2022 ambition for the Partnerships

Strategic Review Recommendations – Cross Reference

A sustainable business model		
Features	Success Measures	Plan Features
1. The parking operation is wholly self sufficient	Income exceeds the full costs of all activity. ECC payments to the Partnerships have ceased. A surplus of £x is generated for investment	Revised budget to include TRO service wholly as part of NEPP
2. New revenue streams, not exclusively parking schemes, have been developed to maximise income by ECC, NEPP and SEPP	Income has increased from £x to £y	New parking schemes such as additional P&D areas described in Table 1.
3. ECC, NEPP and SEPP Investment and cost strategies have been implemented, including digital; risks assessments; and smart patrolling to reduce costs	Staffing costs have fallen from £x (x % of running costs) to £y	Operational Efficiency described in part 12
4. Effective management over Traffic Order Schemes (with no backlog)	Supports increase in income; enables greater stability	Operational efficiency described in part 12

An innovative partnership and operation		
Features	Success Measures	Plan Features
5. Localised governance is a central feature of the partnerships	The Partnerships consistently deliver a mix of strategic policies and local decision making	Paragraphs 4.2; 5.1, 5.2; 6.3; Part 7.
6. NEPP, SEPP and ECC work together in a strategic partnership that drives future innovation and supports wider economic growth ambitions	The Partnership Chairs and ECC regularly consult and co-develop on strategic issues. Joint policies have been developed for mutual benefit e.g. using of assets such as public sector land to develop new parking schemes	Paragraphs 4.2; 5.1; Appendix A
7. Seeking and pursuing opportunities for new relationships with the private sector - generating	Data is routinely shared with the private sector Strong relationships exist with the Transport; Hauliers; Logistics sectors	Parts 10 & 11; Paragraph 12.1; Appendix E.

commercial value from better use of the highway		
8. Digital is at the core of the operation, delivering smart parking management systems as part of a wider integrated transport network	A digital link between parking information and parking control has been created; there is a single customer parking account across Essex; Park Map is up to date and accurate - enabling income; reputation; cornerstone of digital service	Parts 10 & 11.

Business growth - potential areas		
Features	Success Measures	Plan Features
9. Expansion of Parking delivery services for other areas, such as:	Potential areas could include: <ul style="list-style-type: none"> • Neighbouring Councils - Suffolk , Hertfordshire, etc • Essex Unitaries - Southend and Thurrock • Lea Valley Park / Corporation of London (Epping Forest) • Essex Country Parks 	These more strategic actions will be explored with other stakeholders during the currency of this Plan, following the identified early actions.
10. Wider LA regulatory enforcement activities, such as:	Potential areas could include: <ul style="list-style-type: none"> • Single Parking Enforcement Service • Highways Inspections - pot holes; fly tipping; advertising • Moving traffic offences - bus lanes; yellow boxes; banned right turns • NRSWA - permits; enforcement • Environment protection - Littering; dog fouling 	
11. Back office administrative hub	Potential areas could include: <ul style="list-style-type: none"> • Using the existing platform to provide generic back office functions, such as; <ul style="list-style-type: none"> - Payment processing; Case management, MiPermit; Policy mngt - Provide Notice Processing Service for other enforcement authorities / organisations - Car Park Season Ticket / staff car parking/ visitor parking administration for other authorities/organisations 	These more strategic actions will be explored with other stakeholders during the currency of this Plan, following the identified early actions.

12. Joint investment and gainshare opportunities	Potential areas could include: <ul style="list-style-type: none">• Development of public assets: Highways land converted into parking operations and further business opportunities	
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Essex County Council
Cabinet Office
PO Box 11, County Hall
Chelmsford
Essex CM1 1LX



North Essex Parking Partnership –

Date: 30 November 2016

Chairman – Cllr Robert Mitchell
(cllr.ritchell@braintree.gov.uk)

Your ref:

Our ref: EJ/ac

Cc Lead officer – Richard Walker –
(richard.walker@colchester.gov.uk)

Dear Cllr Mitchell

Extension of the current Joint Committee Agreement for the North and South Essex Parking Partnerships

I am writing to thank you for your participation this year in the review of the effectiveness and success of the two Essex Parking Partnerships and subsequent review by the Place Services and Economic Growth Scrutiny Committee.

As you are aware, the current Joint Committee Agreement ends on 31 March 2018. The Agreement allows for an extension to the current agreement for a period of a further four years as follows:

- The Joint Committee shall be operational for a period of seven years (“the Operational Period”) commencing on 1 April 2011 (“the Commencement Date”) unless, with the written consent of all the Partner Authorities, the Operational Period is extended for an additional four years, up to a total of eleven years.
- In circumstances where the decision has been taken by the Council, the Joint Committee’s consent must be obtained in writing to the proposed extension and shall be delivered to the Council not less than twelve months before the end of the Operational Period.

Both the review work facilitated by Blue Marble and the scrutiny by the PSEGSC confirmed the success of the current partnership approach, concluding that an extension of the agreement should be considered.

I am therefore writing to you as Chairman of the North Essex Parking Partnership to offer you an extension to the current Joint Committee Agreement for a period of a further 4 years.

The extension would be conditional on the agreement of the North Essex Parking Partnership that no further financial support would be required from Essex County Council. All other terms of the current agreement would remain.

I would be grateful if you would consider this proposal and confirm in writing, on behalf of the North Essex Parking Partnership, your intention to continue with this proposal (or otherwise) by 31 December 2016 as required by the current Joint Committee Agreement.

Yours sincerely

Cllr Eddie Johnson
Cabinet Member for Highways and Transport



North Essex Parking Partnership

15th December 2016

Title: Commuter Parking Reports – Tender

Author: Trevor Degville/Richard Walker

Presented by: Trevor Degville, NEPP Technical Manager

- **To consider if NEPP should tender for consultants to investigate areas associated with commuter parking issues**

1. Decision(s) Required

- 1.1. Whether to tender for consultancy work to be undertaken.
- 1.2. To delegate the final decision for a trial and other sites to the Chairman, in consultation with officers, so that the work can progress in a timely manner.

2. Reasons for Decision(s)

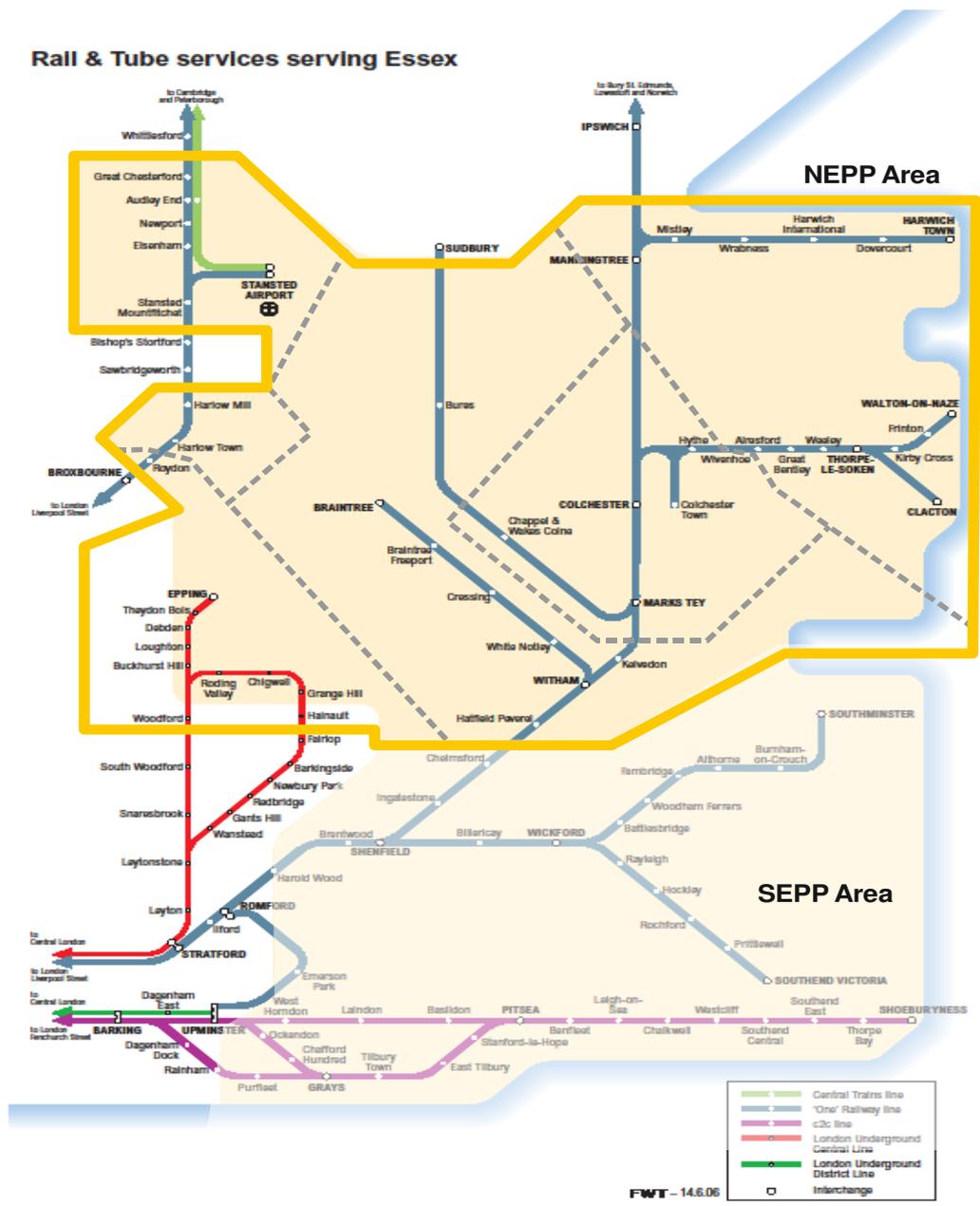
- 2.1. A report would review and assess the scale and impact of commuter parking in defined areas and seek to identify possible solutions.
- 2.2. NEPP would seek to tender for the work to retain its own capacity for undertaking other work at the current time.

3. Background

- 3.1. At the March 2016 JPC a verbal proposal was made for NEPP to commission a study in areas that suffer from high levels of commuter parking. A report was brought to the June 2016 Committee meeting where the matter was discussed and additional information requested.
- 3.2. The NEPP receives many applications for new traffic regulation orders. In some, but not all, authority areas one of the main causes of these requests is perceived problems for residents from commuter parking, most notably near to and around train stations.
- 3.3. The tender would allow areas to be investigated to ascertain if there is a real problem caused by commuters and if there are any measures NEPP can introduce to improve the situation for residents. The tender would also provide information to help NEPP formulate commuter area policies for any future works and may provide information for authorities that can be used when formulating policies and tariffs for their own off-street areas.
- 3.4. At the June Committee meeting it was reported that due to the potential size of this work there was not the operational capacity in the NEPP Technical Team to undertake this project and officers felt that they should be focusing on the TROs that have been prioritised by the JPC. If the JPC was happy with the results of the tender this could lead to much more TRO work being outsourced, if finances allow.

4. Scope of the Report

- 4.1. The definition of commuters for the purposes of the report, will be considered to be “motorists who are not residents, who park in an area due to an attraction locally, and that the parking is not on a short term basis”.
- 4.2. Whilst this could be parking to work nearby or then travel to work, such as at train stations, it is not necessarily the case and could include motorists parking to visit hospitals, airports, and other attractions excluding schools. Around schools the parking issues are generally short term by parents/careers picking up or dropping off pupils.
- 4.3. In the first instance, the main issues are thought to be due to rail stations. The rail stations (national rail and Underground) in Essex and the NEPP area are shown below (from ECC website):



- 4.4. On-street parking for rail stations is generally not considered a major problem in Harlow and Uttlesford Districts.
- 4.5. The rail stations in the other NEPP areas are listed below, although not all will suffer from commuter issues – the work will centre on areas identified to have a parking issue.

Authority Area	Stations
Braintree	Braintree, Braintree Freeport, Cressing, White Notley, Kelvedon, Witham and Hatfield Peverel
Colchester	Wivenhoe, Hythe, Colchester Town, Colchester and Marks Tey
Epping Forest	Epping, Theydon Bois, Loughton, Buckhurst Hill, Roding Valley, Chigwell and Grange Hill
Tendring	Harwich, Dovercourt, Harwich International, Wrabness, Mistley, Manningtree, Walton, Frinton, Kirby Cross, Clacton, Thorpe-le-Soken, Weeley, Great Bentley and Arlesford

4.6. Parking at rail stations is frequently outsourced to private companies. There is often a significant cost for a season ticket at a train car park. This can be a contributing factor to commuters searching for free of charge on-street parking.

4.7. There can also be limits on capacity at car parks near to rail stations or congestion problems when vehicles seek to re-enter the highway after parking.

5. Objectives

5.1. The Purpose of the Tender is to gain a fuller understanding of the levels of commuter parking in different areas, the issues created locally by this parking, with a recommendation for solutions by reporting on specific areas, using the techniques below:

- To explore the level of commuter parking in and around the locations where commuter parking is thought to occur, including any possible referred parking issues which may be created by any interventions, in the area;
- To consider if current parking restrictions in the area are appropriate and if there are any possible remedial recommendations;
- To assess the levels of existing provision and examine whether the levels of commuter parking can be accommodated, or if the provision in the area results in a shortfall of local parking spaces for other purposes, for instance for residents and their visitors, local businesses and their customers, and any other needs locally;
- Identify ways or achieving greater co-ordination between the various agencies involved in providing parking solutions;
- Identify if any commercial sites are available, to increase parking capacity where additional provision has been identified as a need, putting forward a financial case to justify the suggestion;
- Consider what parking provision will be required to accommodate any forecast increase in vehicle use or additional property building;
- To consider the effect of Council management of car parks and whether these have been successful, or make alternative suggestions;

5.2. A trial of one area will be conducted before any reports into other areas are commissioned.

5.3. If on-street suggestions are approved by the Joint Committee, to then draft proposed traffic orders for advertising, including Statement of Reason, Notice of Intention and Draft Order plus maps if appropriate.

5.4. Further outcomes:

- Where appropriate the report is to make recommendations to the Joint Committee to introduce traffic orders to alleviate issues caused by commuter parking

- The reports provided are to help NEPP generate a policy for commuter parking and what is required to deal with the problems it may cause
 - Data gained and the suggestions made may help authorities judge if their current car park policies are suitable or should be adjusted
- 5.5. In addition, this project will allow NEPP to evaluate if outsourcing some of its traffic order reporting function is desirable in view of the costs involved and the standard of work produced.
- 5.6. The following methods will be used in surveys and stakeholder engagement:
- Traffic surveys and site visits to gauge the stress levels for parking spaces and the times of peak need. This will also indicate if alternative parking is available elsewhere
 - Questionnaires to residents and commuters
 - Interviews with Councillors and local groups where appropriate. If these prove difficult to arrange written requests for stakeholder views could be used.
 - Meetings with NEPP officers and officers of the relevant local authority to provide updates on progression.
 - Views of private car park owners and other businesses in the area sought so that their opinions may be considered when devising schemes
- 5.7. The output shall include reports to the Committee and presentations when requested. This will include a ParkMap plan which shows the current restrictions (if any) and the proposed changes with a full description of the proposed changes and the reasons for the recommendations
- 5.8. The following types of on-street restrictions should to be considered by consultants as options for solutions:
- Waiting restrictions;
 - Resident Permit Parking;
 - Pay and display bays;
 - Loading bays, including recommended times of operation;
 - Taxi bays;
 - Bus stops;
 - A combination of pay and display and permit parking or other shared uses;
 - Other alternatives such as increasing street signage to further advise where off-street parking is available;
- 5.9. All proposals must meet the residential, demographic and socio/economic needs of the area being considered, with statements justifying how the proposals meet this criteria
- 5.10. Reports are to include a Works Programme or Schedule and delivery requirements for the scheme – minimising signage where appropriate

6. Risk Management

- 6.1. The following issues have been identified, with mitigation as below:

Risk	Mitigation
Budgetary issues may prevent opportunities to outsource	Sufficient budget has been allocated for a trial project and future projects will be included within the Development Plan.

Recommendations could lead to displacement of vehicles	The reports will be required to show where this is a risk and provide mitigation.
Not all elements are within the gift of NEPP to alter. For example, car parks at stations are often in the hands of private operators and NEPP authorities will only have limited opportunities to influence tariffs levels or the number of spaces available at privately operated car parks.	The contractor will be asked to seek to engage with private operators at every level in order to provide a package of solutions which is suitable for each area.
Nothing that is not already known by NEPP is reported on - partner authority members will be aware of parking issues/problematic areas due to requests already made/received, along with localised knowledge already held.	The contractor will be asked to investigate thoroughly at a local level in each area and provide a selection of solution-based outcomes.
Long term estimates of vehicular or property growth prove to be incorrect. This could lead to provision being made where it is not required	Best estimates will be used to predict future schemes, with a menu of options for interventions at different levels, with phased plans if appropriate.

7. Measures of Success

- 7.1. Recommendations which reduce the effects of commuter parking without displacing to other areas if possible or evidence to show that commuter parking can be accommodated in the areas without adversely effecting residents or causing safety issues.
- 7.2. Outcomes provide evidence to enable the Joint Committee to be able to judge if outsourcing some traffic orders will bring benefits for the partnership.

8. Financial

- 8.1. It would not be able to give accurate costs until a tender is progressed, and it is unlikely that the costs for each area will be similar due to the differences in size of the areas that may be considered and the measures that are required in each location.
- 8.2. Based on previous works and experience officers estimate that a cost of £25,000 to £40,000 can be expected for a substantial site to be investigated. Nonetheless, as explained in above, it will not be able to define costs until a tender takes place.
- 8.3. As a test case, to assess the quality of the suggested outcomes, a trial could be carried out for one site before other areas are considered. This would allow members to see what can be produced and whether the recommendations have value for the NEPP. Having considered the trial against the outcomes, further reports could then be chosen.
- 8.4. It has been suggested that after the trial area, if any authority wanted one of their sites to be investigated they should be able to contribute to the cost of the tender and works.
- 8.5. A reasonable split between NEPP funding and contributions from the authority concerned will be necessary and matched funding is suggested. The benefits are shared: the authority would benefit from problem areas being investigated and resolved, whilst NEPP may benefit from better traffic controls with any additional on-street income going to fund future works.
- 8.6. If the trial project and other schemes proved to be successful, it may be possible to work in partnership with the SEPP in areas where both partnerships are affected by commuter

parking. This would need further investigation but could lead to more joint working between the two partnerships.

9. Recommendations

- 9.1. It is recommended that the work is tendered for across the NEPP with one site being selected for reporting on a trial basis.
- 9.2. The decision recommended is for a tender to be undertaken with work to encompass any future areas which is to continue if the initial report provides the required outcomes.
- 9.3. In order to progress in a timely fashion, is recommended that the decision on the trial site be selected is delegated to the Joint Parking Committee Chairman to be made in consultation with Officers.



North Essex Parking Partnership

15th December 2016

Title: NEPP On-Street financial position at period 7 2016/17
Author: Richard Walker, NEPP Group Manager
Presented by: Lou Belgrove, Richard Walker

This report sets out the seven monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget

1. Decision(s) Required

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

2. Reasons for Decision(s)

2.1. To ensure prudent financial management of the Partnership

3. Alternative Options

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

4. Supporting Information

4.1. The detailed budget figures are set out in the Appendix to this report and comment on these are in the following paragraphs.

5. Income

5.1. The income collected from Penalty Charge Notices (PCN) is presently on track, having taken into consideration the year-end processes.

5.2. There are vacancies in CEO staffing – and the service is recruiting to fill these posts. Salary savings do not completely offset the income earned and it is therefore important to maintain the recruitment process to maintain the establishment of posts, however PCN income is on track.

5.3. Members should note that it is very difficult to predict levels of income that can be earned through on-street enforcement activities as it is entirely dependent on driver behaviour. Budgets have been set at a level which reflects the experience and trends over the past operating years, and these are felt to be broadly achievable, and include for year-end adjustments.

5.4. Income from Resident Parking is above budget, with permit prices following those set out in the Development Plan. It is important that the income from permits and visitor permits covers the costs of the Resident Parking expenditure.

5.5. Income from Pay & Display areas has remained constant – including income from new areas now on stream – and this is linked directly to usage and capacity.

6. Expenditure

6.1. Overall savings in the staffing budgets to date are mainly down to the current vacancies in Civil Enforcement Officer (CEO) posts. A sustained effort continues to also reduce costs in both direct and indirect expenditure areas.

7. Recommendations

7.1. It is recommended that the figures and forecast shown in the report and Appendix be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

Appendix To end of P7 (October)

	A	B	C	D	E	F	G
	2015/2016	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017
<i>Provisional Outturn</i>	Actual	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance
On-street Account							
<u>Direct costs</u>							
Expenditure							
Employee costs:							
Management	62	31	31	0	53	53	0
CEOs & Supervision	976	595	742	(147)	1,000	1,272	(272)
Back Office	259	169	166	4	297	285	12
TRO's	78	50	48	2	79	83	(3)
Premises / TRO Maintenance costs	16	120	54	65	132	93	39
Transport costs (running costs)	35	18	22	(4)	38	38	0
Supplies & Services	150	229	200	30	278	342	(65)
Third Party Payments	31	18	21	(3)	35	35	0
	1,607	1,230	1,285	(53)	1,913	2,203	(289)
Income							
Penalty Charges (PCNs)	(1,778)	(998)	(870)	(128)	(1,663)	(1,663)	0
Parking Permits/Season Tickets	(495)	(311)	(292)	(19)	(500)	(500)	0
Parking Charges (P&D etc)	(188)	(118)	(117)	(1)	(185)	(200)	15
Other income	(1)	(151)	(150)	(1)	(150)	(150)	0
	(2,462)	(1,578)	(1,428)	(149)	(2,498)	(2,513)	15
<u>Total Direct Costs</u>	(855)	(348)	(143)	(202)	(585)	(310)	(274)
<u>Total Non-direct Costs</u>	444	412	412	0	412	412	0
Sub total	(411)	64	269	(202)	(173)	102	(274)
<u>Contribution to Work Programme</u>							
Deficit / (Surplus)	(411)	64	269	(202)	(173)	102	(274)



North Essex Parking Partnership

15 December 2016

Title: Traffic Regulation Orders Policy Amendment
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker, NEPP Group Manager

Changes to the Traffic Regulation Order Policy are proposed in order to make the way petitions are handled, the way applications for schemes are made and introduction of other restrictions clearer

1. Decision(s) Required

1.1. To decide to make changes to the Traffic Regulation Order (TRO) Policy.

2. Reasons for Decision

2.1. To make the TRO Policy clearer and more transparent.

3. Traffic Regulations

3.1. It is good practice to review Policies from time to time to ensure they remain relevant, reflect best practices and are in line with legal requirements.

3.2. In line with a programme of continuous improvement, NEPP Policy is regularly reviewed in order to be made clearer and more transparent.

3.3. Advice has been sought in relation to the TRO Policy following a recent decision which was subject to call-in.

3.4. A number of revisions have been proposed to be made to the TRO Policy as a result and the changes are shown in the attached Appendix.

4. Recommendation

4.1. It is recommended that the changes shown in the Appendix are accepted and become Policy, with immediate effect.

4.2. No other changes are proposed to the existing TRO Policy than those shown.

Appendices

Appendix A – Traffic Regulation Order – Changes Proposed

Parking Partnership

Traffic Regulation Orders – General Policy

December 2016

Introduction & Background

Traffic Regulation Orders (or “TROs”) are legal documents developed by the traffic authority, or its agents such as the Parking Partnership, allowing the police and / or local authorities (e.g. Civil Enforcement Officers) to enforce various matters to do with the speed, movement, parking and other restrictions of pedestrians and vehicles, by law.

Legislation was changed in March 2015 to enable greater transparency and understanding of the purpose of parking policies, the reasons for putting in place TROs and an avenue to challenge whether existing TROs are required – by setting up a process for considering anything from minor to area-wide reviews.

A Review can be called where there is enough weight of support for doing so and the system for calling for a Review is described in Part 1 of this document, with the process for making a change described in Part 2.

The North Essex Parking Partnership Policy

As a part of the Network Management Duty, The North Essex Parking Partnership has developed and published its parking Strategy covering on- and off-street parking.

The Strategy is set out in four levels, the Parking Enforcement Policy, Parking Operational Protocols, Discretionary, Cancellation and Permits Policy.

The Parking Partnership operates these through Local Enforcement Plans. The Local Enforcement Plans are linked to local objectives and circumstances.

In addition, the Parking Development Plan (the main Strategy document) takes account of planning policies and transport powers as well as considering the needs of all road users in the area, the appropriate scale and type of provision, the balance between short and long term provision and the level of charges.

The parking strategy is not just about restricting parking. It covers all aspects of parking management in the best interests of road users, communities and businesses.

The parking rules set out clear, fair and transparent enforcement rules and the levels of parking charges which will encourage the best use of the available parking space to support town centres, taking into consideration the cost of living, vibrancy of local shops and make it practical for people to park responsibly and go about their everyday lives.

Context

Making the best use of our current road network is important for both the local economy and society. Potential conflicts will need to be carefully handled. The new system recognises the responsibility of Councils to put in place parking strategies that reflect the needs of all road users. This includes pedestrians, cyclists and people with disabilities, and the needs of residents, shops and businesses.

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Part 1 – Right to Challenge Parking Policies

Traffic Management Act 2004: Network Management Duty Guidance

December 2016 ~~March 2015~~

Introduction & Background

Councils in England have a duty to manage the road network in order to reduce congestion and disruption, and the Traffic Management Act provides ~~additional powers to do with parking~~ **powers about the management relating to the enforcement of traffic restrictions.**

When ~~using these~~ **discharging** Network Management duties in relation to parking, Councils that manage traffic must have regard to statutory guidance issued under the Traffic Management Act.

Reviewing Parking Policy and Restrictions

~~In the past, the processes for considering and implementing parking strategies were not easily understood and were difficult to access by local people and organisations.~~

In order to have more of a say in the way parking management policy is developed and implemented, and to enable the Council to make parking respond to changes in local circumstances, the Government has introduced a new power to challenge decisions on parking ~~policy~~ **restrictions.**

A new system makes it easier for local residents and firms to challenge any **parking arrangements if they think they are** unfair, disproportionate or unreasonable ~~parking arrangements~~. This could include the provision of parking, parking charges or the use of yellow lines.

National guidance ~~describes in more~~ **provides** detail **on** how the **Government considers that the** system should work, and advises Councils on best practice. The new system ~~proposes to use petitions to give~~ **recommends that** local **authorities set up a system which allows** residents, ~~community groups and businesses the ability to ask for changes to local~~ **to raise petitions about particular** parking ~~arrangements~~ **restrictions in a particular place.**

Broad Principles

Parking Bays and Yellow lines are backed up by legal ~~regulations~~ **documents** called Traffic Regulation Orders (TRO). Combinations of these yellow lines and parking bays are often part of much wider schemes. Councils often review these schemes on a planned basis, and these reviews may amend or revoke orders that are no longer suitable for local conditions. When making any changes Councils consult as widely as is necessary to ensure that all of those affected by the orders have the opportunity to comment.

It is important that the local community can ~~raise issues to tackle~~ **ask for a review if they believe that parking restrictions should be changed as a result of** changed circumstances or **if they believe that** restrictions **have had** unintended consequences ~~at other times.~~

It is of course the right of any individual or business to contact their local authority about any aspect of parking in their area. ~~To enable this, there is a new petition scheme that allows people and businesses to raise petitions to see if the parking restrictions in place for a specified location can be changed.~~

~~The purpose of a petition scheme is to make it easy for local residents, businesses and other groups within the community to engage with local government and raise issues, confident that their voice will be heard. To achieve this has a scheme which is designed to be accessible~~

This document outlines the petition scheme which applies to the North Essex Parking Partnership Area (which is the parts of Essex covered by the Districts of Braintree, Colchester, Epping Forest, Harlow, Tendring and Uttlesford). The scheme has some particular requirements:

This petition scheme

- ~~• does not apply to requests for new parking restrictions which can be requested by individuals as set out in part 2 of this document.~~ **The minimum requirements for a valid petition.** The minimum number of signatures and the information that must be provided, both about the issue being raised, and about the signatories.

~~The circumstances where a petition will not be considered. Vexatious petitions will not be accepted, and there is also a minimum period after the introduction or review of a traffic regulation order before a further review will be carried out. How the local authority will manage petitions received, how petitioners will be kept up to date, how the Council will manage the review and consider and report the outcomes. Elected Councillors have the final role in considering any reviews triggered by a petition.~~

NEPP has used the National Guidance in developing the scheme.

Minimum Threshold for the Number of Signatures for a Valid Petition

~~All petitions need to demonstrate that their challenge is supported by:~~

- ~~• other local residents,~~
- ~~• businesses and/or~~
- ~~• others affected by the parking policy.~~

~~The number of signatures required for the local authority to take action depends upon the location. The threshold in most cases is:~~

- ~~• for Stage 1, a minimum of 50 signatures where the issue relates to a facility or specific location, or at least 75% support in an area*, where this relates to residential area, or businesses in an area; the location or area to be identified on the application.~~
- **Residence addresses, rather than number of residents, will be the measure**
- **Anyone can start a petition, but petitions will only be considered under this policy if they are signed by people representing 50 addresses. Petitions can be signed by anyone affected by a parking restriction, for example by a local resident, by someone who owns or works in premises affected by a parking restriction.**

~~In extreme cases, the council will dis-apply the threshold if the number proves impossible to comply with, or on other grounds, for example (but not exclusively) where it is necessary to review a wider area due to displacement of parking which may occur.~~ **The Partnership has the discretion to accept petitions supported by a smaller number of people if it is clear that the petition has only a very local effect (e.g. a residential cul de sac) and there is widespread support for the petition amongst those affected.** ~~The Council may also use its discretion in relation to petitions~~

~~which directly affect a particularly small number of people—for example residents on a particular street.~~

~~The Council will take this into account when considering such petitions. This means that where the issues raised are of concern to a minority, those affected are able to engage.~~

~~*—a scheme will require at least 50% support in the application, and at least 75% of responses must be in favour.~~

~~This percentage applies to the initial application; different thresholds apply to the wider informal consultation process in Stage 2~~

Minimum Requirements for a Valid Petition – Information

~~Petitioners can fill in an application form in order to provide all the information for the Council. This will accurately identify the area addressed by the petition, and the issue they would like the Council to review. Petitioners should also provide contact details, so that the local authority can liaise on further information and on progress.~~

~~The application also allows petitioners to state what aspects of the Traffic Regulation Orders in place they feel need to be reviewed, if it is possible to provide this information (failure to provide some or all of this information will not be treated as a reason for ruling that a petition is invalid).~~

The petition should state:

- The location of the restriction (eg which part of which road)
- The current restriction which the petition seeks to challenge
- The alternative proposal (eg remove the restriction)

If the location or point for review is not clear to the Council, it will ask ~~petitioners~~ **the lead petitioner** to clarify; the Council realises that many petitioners will not be experts on the legal regulations relating to parking.

In cases where the information is not clear, the Council will assist petitioners to accurately define their challenge and ensure that the Council and petitioners have an agreed understanding of what aspects are being challenged.

~~The Council gives clear guidance in the Application Form as to the information that should be provided by anyone signing the petition, in order to satisfy the Council that the signatures are valid, and that they demonstrate relevant and sufficient support for the challenge. This includes name, address and contact details.~~ **The petition must be stated on each page. Each signatory must provide their full name and address.**

Management of Petitions – Inappropriate Reviews

Councils have a responsibility to manage their resources to the best effect in performing all aspects of their duties, and to do this they must balance the resources necessary to review policies with their ongoing responsibilities.

Repeated or inappropriate petitions from vexatious individuals or groups can impact negatively on this and will therefore be disallowed.

The Council will not normally undertake a review based on a petition if it relates to:

- a new restriction which has been in place for less than six months.
- a restriction which has been reviewed during the previous year.
- an aspect of a parking restriction which applies across a wide area (or is part of a group of petitions which, taken together, seek to achieve this).

The Council will, however, be flexible, particularly where a policy may have been substantially affected by an external change since the last review (for instance, major housing or commercial developments or population shifts).

Management of Petitions – Review of Parking Policies in Response to a Petition

Once it has accepted a petition, the Council will ensure that the petitioner has a clear understanding of what aspects of its parking policies will be reviewed, and what that review will involve, including any requirement for public consultation.

Large or complex reviews could take a considerable time, and the Council will only be able to manage and progress schemes within available resources. The Council will ensure that ~~petitioners have~~ **the Lead petitioner has** a clear understanding of the timescale, provide regular progress updates and in particular provide details on the timing and nature of any public consultation. **The Lead petitioner will be the person responsible for communicating with other petitioners.**

~~As in all aspects of their services, the Council has a basic responsibility to ensure that their community understands what they are doing and why, even if some members of the community do not agree with their decisions.~~

Following a review of a parking ~~policy~~ **restriction**, the ~~local authority~~ **Council** will provide a clear report, ~~with plain English~~ reasons for ~~all the changes~~ **conclusions**. **The lead petitioner will be provided with a copy of their report, and if the Council does not agree to the proposals in full, have an opportunity to consider and respond to the report before a final decision is made.**

~~The Council will use the arrangements in place for exercising executive functions, which will include consideration of the outcome of a review of a parking policy, arrangements that are transparent and accessible.~~

Wherever possible, the Council will ensure that:

- Decisions **on the local authority's response to a petition which has been accepted will be taken by the NEPP Committee.**
- ~~decisions on the local authority's response to a petition will be made by Councillors who are accountable to the local electorate. Decisions will not normally be delegated to officers or a single executive member where the governance arrangements mean that the initial decision is not made by councillors, petitioners will be able to escalate decisions. Clear guidance sets out how long petitioners have to escalate a decision with which they disagree, and how they can do so.~~
- ~~decisions will normally be made in a publicly accessible forum, the Joint Committee, where the petitioner will have the opportunity to witness the discussion, have their say, and defend their challenge if necessary.~~ **NEPP Joint Committee meets in public and the petitioners will have the ability to watch the discussion.**
- **If the Lead Petitioner attends the meeting, the Chairman will normally allow Lead Petitioner to address the meeting.**

In all cases, ~~the Council will ensure that~~ reports and decisions are published **on the NEPP website**, so that the community can see what areas of parking policy have been challenged, scrutinise the decisions of their local authority, and hold them to account.

Decisions will be published on the website, **www.parkingpartnership.org**

Part 2 – New Parking Restrictions Policy

1: Introduction

This Policy sets out how the North Essex Parking Partnership will deal with requests for ~~parking restrictions requiring TROs~~ **new parking restrictions received from Parish or Town Councils and members of the public. This Policy does not deal with how NEPP will deal with requests made by:**

- **District Councils**
- Essex County Council
- **Parish or Town Councils**

if the request is made on safety grounds or will be undertaken with funding provided by the local authority concerned (e.g. via a planning obligation).

Essex County Council (ECC) has an Agreement with the North Essex Parking Partnership (NEPP) which gives NEPP the power to carry out on street parking enforcement and charging, maintaining relevant signs and lines and to make relevant traffic regulation orders (TRO) in accordance with the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984.

This document sets out how the arrangements work and outlines the ECC and NEPP policies which will determine the implementation of future TRO schemes across the Partnership area.

~~Our~~**The** aim is to demonstrate a fair, consistent and transparent approach throughout the Partnership areas when considering requests for new parking schemes and to ensure the Partnership's traffic management objectives are achieved.

It is acknowledged that all requests for a parking restriction will ~~carry~~**have** some ~~form of merit and may be beneficial~~**benefits** to the particular area. Requests may be submitted for a variety of reasons and depending on the circumstance will be considered under a scheme of priority to the Partnership.

The amount of funding available for new schemes is limited and this Policy provides the criteria, which if met, will ~~be~~enable a particular scheme to be considered to be progressed to the Partnership Joint Committee and therefore stand a chance of receiving adoption onto the forward programme of works, subject to statutory consultation.

Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. ~~All schemes~~**Any approval of a scheme** will be subject to **funding being** available ~~funding~~.

2: The requirement for waiting restrictions

Waiting restrictions requiring a Traffic Regulation Order (TRO) may be ~~required~~ **proposed** for a variety of reasons and generally these will fall into four categories:

- Safety - required in identified areas to reduce known personal injury collisions involving vehicles and pedestrians
- Congestion – required in situations where the flow of traffic on key routes is impaired by parked vehicles
- New development/improvement schemes – where restrictions are required to complement other measures such as traffic calming schemes or to assist with new developments such as new roads
- Local concerns where restrictions are required to manage commuter, shopper or residents parking

There is an increasing demand across the Partnership area for parking restrictions to be implemented. As more vehicles are introduced onto the road network there is an ever increasing **demand** **competition** for kerb space parking and members of the public and organisations may experience what they consider a parking problem and will seek to have some form of parking restriction implemented.

The aim is to avoid introducing unnecessary parking restrictions and to concentrate the limited funds available to the NEPP on ~~essential schemes where~~ **the schemes which have the biggest benefits or where uncontrolled parking is causing a significant problem (whether to local residents or traffic) parking** major parking issues exist.

NEPP will only commence the process of introducing a parking restriction **under this policy** if the request is considered to be ~~absolutely~~ necessary and where it meets the criteria set out in this document.

3. Arrangements for dealing with waiting restriction (TRO) requests

The implementation of permanent TROs is subject to the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. These impose various legal requirements prior to making an order. **From receiving an initial request to full completion of the TRO process can take between 12 to 18 months to complete.**

The TRO process flow chart (see Appendix 1) details the arrangements.

All new* requests for parking restrictions must be submitted using the on-line service at www.parkingpartnership.org/north or on page 18 of this document. Details of where to send the form are included on the form.

** - Please note that the online application the usual route for applications to NEPP, but we may accept applications in a different way if this is a reasonable adjustment for a disabled person.*

~~All new requests for parking restrictions must be submitted on the required application form which can be found on-line at www.parkingpartnership.org/north or on page 18 of this document. Details of where to send the form are included on the form.~~

Note: When requesting a new parking restriction it is advisable to gain as much local support from people affected by the perceived parking problem before submitting the request. Gaining support from local Councillors and the ~~Parish Council~~ **parish or town council** is also advisable. Requests received from individuals will be considered as the

view of only one person and not a view shared with a wider group: **unless there is evidence of wider support.**

The NEPP Technical Service will initially review and considered the application on the grounds of safety and congestion in accordance with the ECC policy criteria.

~~If the request meets the ECC safety and congestion policy criteria, ECC will take the necessary action to implement a parking scheme (subject to available funding).~~

~~has a commitment to identify and fund any TROs required for safety reasons, in line with its implementation criteria (detailed in **on page 13** of this document).~~

~~The County Council will fund (subject to budget availability) the cost of any TRO required to address a congestion issue on the PR1 and PR2 network or bus route (detailed **on page 14** of this document).~~

~~ECC will also fund waiting restrictions required as part of a new development (via the Section 106 process) or as part of an improvement scheme (in consultation with NEPP).~~

~~If the request for a parking restriction has no safety or congestion implications, NEPP will consider the scheme.~~

Once the NEPP TRO team receives the request the first stage is pre-feasibility work.

~~The process requires the applicant to have undertaken sufficient local informal consultation prior to submitting the application. This may include site visits or, where appropriate, informal consultation with Local Interest Groups such as residents, traders and community groups to gauge opinion on whether or not there is considered to be a parking issue that needs to be regulated.~~

One of the Team's Technicians will gather information related to the Application Request for a New Restriction. This may include site visits or, where appropriate, informal consultation with **Local Interest Groups local stakeholders and their representatives** such as residents, traders and community groups to gauge opinion on whether or not there is considered to be a parking issue that needs to be regulated.

For stage 2, for the purpose of the consultations with Local Interest Groups, a process is in place whereby a 50% response rate to all consultation letters sent will be required. Of the responses received, 50% must be in favour of the change. If the response rates meet these criteria a scheme will be costed and a report will be submitted to the NEPP Joint Committee for consideration to provide the necessary funding to proceed with a proposed Traffic Regulation Order. If ~~a response rate of lower than 50% is received by~~ either criterion **is not met**, this will be reflected as a lack of support for the scheme and will ~~be~~ **result in the scheme being** considered **as** low priority and may result in no further action being taken.

The outcome of a consultation may result in different levels of support in any individual road dependent on the location of the property to the initial parking problem. In this case it may be necessary for the Partnership to implement a scheme in part of the road and monitor the effects of any vehicle displacement.

The NEPP, regardless of the outcome of informal consultation, reserves the right to implement a scheme when it is deemed essential. For example to address concerns of the emergency services specific traffic management needs or on a temporary basis.

~~The Partnership may also be approached by local Town and Parish Councils who wish to fund schemes and request the Partnership to implement TROs on their behalf. In all~~

~~cases this would be a decision of the Joint Committee in full consultation with the relevant Lead Officer and Member representative.~~

The NEPP Technical Team will produce a report for each request received **under this policy** with a recommendation to accept or decline the proposal. The report will also include full details of any site visits and the outcome of any informal consultations, if conducted as part of the assessment. ~~These reports contain~~

The report will include a formal quantitative score (see **on page 20**) and qualitative details relating to social need. These reports will then be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision on whether to proceed with the scheme.

All Schemes agreed locally to progress will then be presented to the Joint Committee to decide to commit the necessary funding to proceed with a proposed Traffic Regulation Order, subject to formal consultation.

A report will be created for the Joint Committee to consider and either Agree, Defer or Reject the scheme. Funding options for the implementation of new parking restrictions are outlined **on page 16** onwards in this document

If funding is agreed a TRO will be drafted and statutory consultation must be undertaken in accordance with *The Local ~~Authorities'~~Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996* which will include some or all of the following, depending upon the scheme:

- **The Highway Authority**
- **The Emergency Services**
- **Freight Transportation Association and Road Haulage Association**
- **Local public transport operators.**

In addition to the statutory requirements, NEPP may also choose to obtain the views of local stakeholders, ~~via the applicable partner authority Member,~~ such as:

- **Local City/Borough/District Council, Parish Councils and County Councillors**
- **Local Highways Panels and similar organisations.**

~~If funding is agreed a TRO will be drafted and statutory consultation must be undertaken. This involves obtaining the views of local stakeholders such as:~~

- ~~• Local City/Borough/District Council, Parish Councils and County Councillors~~
- ~~• The Highway Authority~~
- ~~• The Emergency Services~~
- ~~• Freight Transportation Association and Road Haulage Association~~
- ~~• Local public transport operators.~~

If NEPP agrees to proceed with the TRO, the scheme must be advertised (including on site and at least one notice in the local press). NEPP will usually display notices in any roads that are affected and, if it is deemed appropriate, may deliver notices to key premises likely to be affected.

For at least 21 days from the start of the notice, the proposal and a statement of reasons for making the TRO can be viewed at a nominated council office during normal office hours, in appropriate libraries, or on the NEPP website.

Objections to the proposals and comments of support must be made, in writing, to the address specified in the Notice, or submitted online during this period.

Any person may object to a proposed TRO. Objections must be in writing and an email can be sent to techteam@colchester.gov.uk to the North Essex Parking Partnership, PO Box 5575, Colchester CO1 9LT, stating the reasons for the objection.

If there are unresolved objections, which cannot be resolved by a senior officer, a report will be submitted to the Joint Committee. An Order may be made in part while other objections are being considered.

For the purpose of considering representations, a report may be made to the Joint Committee which will Approve or Reject the objections, or may ask for an order to be Modified. Modifications to the proposals resulting from objections could require further consultation.

This procedure can take many months to complete and the advertising and legal fees can be substantial. For this reason schemes requiring a TRO normally need to be included in the Annual Programme and cannot be carried out on an ad- hoc basis.

Following Committee approval the TRO will be formally sealed and published in a local newspaper with an operational date. The signs and lines are then installed by our contractors, following which, the restrictions become enforceable.

4. Implementing TROs once the Order is made

For TROs agreed by and funded by ECC for restrictions to address issues of safety, congestion or new development ECC will either:

- Approach NEPP with a fully designed scheme ready for implementation; or
- Approach NEPP with a known issue to discuss and reach an agreed solution for design and implementation, including sufficient funding for a scheme to be developed and implemented. The NEPP TRO Team will then either:
- Implement the scheme (including design (as necessary); draft TRO; consult/advertise TRO; consider objections/seal TRO; install signs and lines); or
- Decline to undertake the work on the scheme, in which case ECC will commission this from elsewhere.

For TROs Agreed by and funded by the NEPP (or funded by an individual authority or other local panel) to address local concerns, social need, or strategic matters, the NEPP Technical Team may implement the scheme (or commission from other service providers).

TROs will only be progressed after approval of the Joint Committee or a relevant Sub-Committee.

5: Types of TROs

TROs can be introduced onto any road to which the public has access- **if Essex County Council is the traffic authority**. The status of the route is immaterial and can include footpaths, bridleways and byways open to all traffic, as well as other highways (such as main carriageways). The road does not have to be a highway or maintained by the highway authority; but if it is not, then the consent of the owner of the land will be required.

A TRO can include restrictions on the type of user, extent of road affected, and the period during which the TRO is effective. The different types of TROs (Permanent, Temporary, Experimental and Urgent) are explained **on page 18** onwards.

6. ECC criteria for determining requests for new Parking Restrictions

This section details the ECC criteria for considering requests for parking restrictions on safety and congestion grounds.

Essex County Council safety and collision intervention criteria

When considering the need for a restriction on safety grounds, ECC identifies 'Single Sites or 'Clusters' where there have been five or more Personal Injury Collisions (PICs) within a 50m radius of the requested area over a three year period.

Safety Engineers study the collisions and identify any treatable patterns. Where a safety need is identified, the sites are prioritised for funding through the relevant Local Highways Panel.

Essex County Council congestion criteria

ECC has adopted a functional route hierarchy. This splits the road network into three classifications. Priority one (PR1) County Routes, priority two (PR2) County Routes (PR1 and PR2) and local roads.

PR1 roads have been identified as high volume traffic routes which are essential to the economy of Essex. PR2 routes perform an essential traffic management distributor function between the local network and the PR1 routes.

Delays to the movement of traffic on the PR1 and PR2 network will be minimised and restrictions considered if required to achieve this aim.

Further detail on the functional route hierarchy is explained **on page 19** onwards.

7. NEPP criteria for determining requests for new Parking Restrictions

The NEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

The NEPP is likely to receive requests for restrictions to deal with the following issues:

- Commuter parking in a residential street (preferred parking).
- Short term invasion parking (outside schools, organisations, etc.).
- Provision of customer on street parking for local shops and businesses.
- Obstruction of driveway (difficulty getting vehicle on and of driveway).
- Parking around industrial areas
- Parking on verges, pavements and green areas.

Historically many parking restrictions have been introduced with the aim of resolving particular local issues. However it should be remembered that the highway is intended for the purposes of passing and re-passing and that no right of parking exists.

Parking provision is therefore a concession and, however desirable, should not be at the expense of the purpose of the highway. Where it is safe and desirable parking can be allowed.

The NEPP will avoid introducing unnecessary parking restrictions to combat minor short stay invasion parking problems or to address a preferred parking situation. The allocated funds will be concentrated on essential schemes where major parking issues exist.

Commuter parking in a residential street (preferred parking)

The majority of residential estates were not designed for the level of car ownership or the volume of traffic using them today. Requests for parking restrictions to tackle a parking problem are sent to the Partnership in many forms. It is necessary to investigate and prioritise each request so that those areas in most need are given greater priority. The criteria set out below provides the basis for priority.

The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme. This type of scheme will only allow residents and their visitors to park within a designated area throughout the period of the restriction and exclude all other vehicles.

The criteria for prioritising requests for restrictions in residential areas is as follows:

- The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents.
- Vehicles parked for the whole length of the road taking all available space for long periods of the day will be considered sufficiently severe.
- Any parking which is deemed as short term invasion (school drop off / pick up etc.) will not necessarily be considered.
- The majority of residents have no off-street parking facilities available to them.

If the majority of properties have no off-street parking then clearly any amount of parking by non-residents will have an impact on the available space for residents of the area.

If the majority of properties have off street parking, any parking on the highway will not impact on the available off street parking for residents. If the resident with off-street parking finds they are in a position where they request to have a parking restriction implemented to prevent vehicles parking in the street, but are happy for relatives of visitors to park in the area this will be considered as preferred parking and therefore a recommendation to decline the requested scheme.

- The majority of residents are in favour of such a scheme.
- Any proposed parking scheme will require a consultation with all parties involved including residents of the street or streets affected. If there is no overall majority in support of the scheme it is highly unlikely that the scheme will progress. See paragraph 3.8.
- The introduction of a scheme would not cause unacceptable problems in adjacent roads.
- When surveying an area it is essential that the displacement of vehicles does not cause unacceptable problems in adjacent roads. The restriction of vehicles from one location will not necessarily make the perceived problem go away but do no more than move the problem.
- The Partnership is satisfied that a reasonable level of enforcement can be maintained.

For every new restriction that is introduced a level of enforcement will be required.

This can have an effect on the amount of resource available and the cost of the overall enforcement account. Therefore the future price structure of resident permits will need to reflect the overall operation.

Short term invasion parking (outside schools, organisations, etc).

Short term invasion parking is parking for the purpose of dropping of and picking up passengers or goods at a known organisation such as a school, convenience store etc. and will only be for short periods of time.

If this type of parking restriction request does not meet ECC's safety or congestion criteria it is highly unlikely that NEPP will propose the introduction of parking restrictions. This is classed overall as very low priority.

The enforcement of any restriction that is introduced to tackle a short term parking issue requires a concentrated enforcement presence and is therefore not practical and cost effective.

Provision of customer on street parking for local shops and businesses.

Designated areas of on street parking can be created to serve the needs of local businesses and the retail sector. To ensure these areas are not subjected to all day commuter parking NEPP would consider introducing a limited waiting scheme or an on-street pay and display scheme.

The Partnership's preferred method of traffic management for this type of request is a pay and display scheme. Enforcement of a pay and display scheme is more effective and ensures the necessary turn over of parking space for customer availability. The by product of a pay and display scheme is income which can help financially support the daily enforcement operation.

An important of the criteria for assessing such a request would include the capital cost of implementing a pay and display scheme including revenue costs including cash collection and daily maintenance. Consultation with local traders and other local interest groups would also form part of the pre-feasibility work.

Obstruction of driveway (difficulty getting vehicle on and of driveway)

If a vehicle is parked across an approved dropped kerb and obstructing the driveway a Civil Enforcement Officer (CEO) can issue a Penalty Charge Notice (PCN) for obstruction of a dropped kerb, provided the vehicle is not parked in a designated parking place. Enforcement of this type will only take place if the resident of the property reports the obstruction to NEPP.

A white H bar marking can be placed on the highway indicating the access to the driveway. This type of marking is advisory only. NEPP will offer this option to residents – it is optional and is chargeable to the customer.

In all cases Essex Police is the responsible authority to deal with obstructions of the highway and have the necessary powers to remove vehicles that are considered to cause an obstruction.

Parking around industrial areas

There are areas within industrial sites where the workforce rely on long stay parking on the highway. Provided ECC confirm that the parking in these areas does not cause concerns on safety or congestion grounds then NEPP will consider this type of parking as acceptable. This will be a very low priority for any restrictions.

Cars parked in these types of area can act as a natural speed calming measure. Any introduction of parking restrictions in these types of areas will do no more than to potentially displace parking to an alternative location.

Parking on verges, pavements and green areas

There are many variations of this type of parking issue and each case will have to be taken on its individual merit.

Enforcement of verges, pavements and green areas can only be enforceable under the Traffic Management Act 2004 if the area is confirmed as public highway and is supported by a relevant TRO.

It is impractical to provide a TRO and the relevant signage for every instance of verge or pavement parking. This would result in unnecessary street furniture clutter and unacceptable administration costs.

Until such time legislation permits a blanket order for this type of issue then NEPP advice will be for alternative solutions to be pursued as follows;

- If the parking is causing damage to the surface / green area and the area is public highway ECC to be approached to consider the introduction of a waiting restriction.
- Once it is determined who is responsible for the land in question preventative measures may be installed to prevent vehicles accessing the area (wooden posts, bollards etc.). ECC will be responsible for this decision and confirmation of ownership of land.
- If it is deemed obstruction of a footpath / pavement Essex Police can issue a Fixed Penalty Notice and remove the vehicle if necessary.
- If the land is being maintained by a local authority, and area is ornamental or is a mown area maintained to a high standard, the relevant licenses are in place, Notices installed under the Essex Act may be a practical alternative.

Taxi Ranks

Requests for taxi rank provision will be considered on their individual merits and will need to complement the wider aims and interests of:

- Local transport development plans.
- Planning criteria and new development (s106 funding).
- Maintain the safe free flow of traffic.
- Taxi associations.

Overall NEPP will prioritise the requests according to need and will rely highly on local input from Lead Officers and Member representatives.

Loading and unloading provision

To ensure the vitality of local business and retail, NEPP has a commitment to ensure that delivery and goods vehicles have the opportunity to deliver goods in suitable locations.

The introduction of loading and unloading provision will be considered on its individual merit but overall will have a high to medium priority to match the NEPP's objectives. Each request will need to complement the wider aims and interests of:

- Planning criteria and new development (s106 funding)
- Maintain the safe free flow of traffic.
- Local transport development plans.
- Local business and retail organisations

8. Funding for TRO Schemes

ECC has a commitment to fund any schemes that meet the criteria of the ECC safety and congestion criteria and this is likely to be through the new Local Highways Panels.

ECC will not provide funding for all other parking related schemes and will therefore need to be either funded by the Parking Partnership account or from other avenues.

Funding can potentially be sourced from the following areas;

- The Parking Partnership account. (Allocated by the Joint Committee or relevant Sub Committee – schemes will need to meet the criteria of NEPP to receive funding and this will be subject to the availability of funds).
- The Local Highway Panels. (Will have funding available for highway improvements. Any schemes would have to be presented to the local panel and funding for the scheme would have to be agreed by them and the ECC Cabinet Member. Limited scope within tight budgets).
- The borough / district and parish councils. (Local councils can contribute to any schemes that are considered beneficial to the local area that do not receive funding from NEPP)
- Pump / Prime fund (for self financing schemes demonstrated by a business case).
- Section 106 funding for new developments. (Funding will be agreed at the planning development stage following consultation with NEPP)

The aim is for the Parking Partnership account to create sufficient surplus to be able to invest back into the TRO function. An annual business case will determine the amount of available funding.

As mentioned on page 8 the NEPP Technical Team will produce a report for each request received with a recommendation to accept or decline the proposal. The report will include full details of site visits and informal consultation outcomes. These reports will then be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision. A copy of the assessment form to be used is shown at **on page 20** onwards.

9. Types of parking restriction and the responsible authority

NEPP will be responsible for the implementation and ongoing maintenance of the following type of parking restriction:

- No waiting
- No Loading and unloading
- School Keep Clear
- Limited waiting
- On-street pay and display
- Resident Parking Schemes
- Taxi ranks
- Loading and goods vehicle bays

ECC will continue to be responsible for the implementation and ongoing maintenance of the following type of parking restriction:

- On-street blue badge spaces
- Bus stops
- Pedestrian crossings

10. Contact Details

Address:

North Essex Parking Partnership
Technical Team

TRO enquiries
North Essex Parking Partnership
Technical Team
PO Box 5575
Colchester
CO1 9LT

Email:

techteam@colchester.gov.uk

Appendix 1

TRO flow chart – process

The flow chart is shown as a separate document for ease of reference.

Please note that the flow chart provides the usual route for applications to NEPP. In other circumstances NEPP may deal with schemes generated by or through ECC, including LHP schemes, or schemes of its own, including schemes determined under delegated powers.

~~See separate document.~~

Appendix 2

Request for parking restriction information form

The application form is shown as a separate document for ease of reference and an online application can be made by using the North Essex Parking Partnership website.

Please note that the online application the usual route for applications to NEPP. In other circumstances NEPP may deal with schemes generated by or through ECC, including LHP schemes, or schemes of its own, including schemes determined under delegated powers, where an application may not be lodged.

~~A form is available to complete.~~

~~See separate document.~~

Appendix 3 Types of TROs

Permanent TROs

A TRO can be permanent. There may be formal objections to Permanent TROs which must be addressed (and may ultimately be resolved at a Public Inquiry).

A Permanent TRO stays in place unless it is revoked or a new Order is introduced to replace/amend it.

Temporary and Experimental TROs

Occasionally temporary orders or experimental orders are introduced which require a slightly different process which still gives people an opportunity to put forward their views.

The requirements for consultation on temporary and experimental Orders are somewhat different from Permanent TROs.

A Temporary Traffic Order is made under Section 14 (1) of the Road Traffic Regulation Act 1984.

Temporary Orders: –

- may be used when works affecting the highway require short-term traffic restrictions;
- are usually short-term but may last up to a maximum of 18 months; and
- are generally used to allow for works, protect the public from danger, to conserve, or allow the public to better enjoy a route.

A Temporary Order under s16A can be made for special events such as cycle races, carnivals etc. These can introduce, suspend or change parking restrictions both on the road on which the event is taking place and/or other roads which are affected by the event. These Orders may be for up to three days but are limited to one occurrence in any calendar year for any length of road.

An Order made under s.14/16A is required to be advertised (for 14 days in the local press) as given in s.16(2)/16C(2) – to notify the public of such regulations by virtue of Part II of The Road Traffic (Temporary Restrictions) procedure Regulations 1992, unless intention is given by Notice only, under Part III

An **Experimental Order** is like a Permanent TRO in that it is a legal document which imposes traffic and parking restrictions such as road closures, controlled parking and other parking regulations indicated by double or single yellow lines etc. The Experimental Traffic Order can also be used to change the way existing restrictions function.

Experimental orders can be introduced quickly and are used to test the success of a scheme before deciding whether to make it permanent.

Experimental Orders: –

- are used in situations that need monitoring and reviewing.
- usually last no more than eighteen months before they are either abandoned, amended or made permanent.
- may be made for any purpose to which permanent TROs can be made as such experimental orders cannot be made for speed or parking places.

An Experimental Traffic Order is made under Sections 9 and 10 of the Road Traffic Regulation Act 1984.

Changes can be made during the first six months of the experimental period to any of the restrictions (except charges) if necessary, before the Council decides whether or not to continue with the changes brought in by the Experimental Order on a permanent basis.

It is not possible to lodge a formal objection to an Experimental TRO until it is in force. Once it is in force, objections may be made to the TRO being made permanent and these must be made within six months of the day that the Experimental Order comes into force.

If feedback or an objection is received during the period that suggests an immediate change to the experiment that change can be made and the experiment can then proceed.

If the Experimental TRO is changed, then objections may be made within six months of the day that it is changed.

Temporary and Experimental Orders may be made either by NEPP or ECC (Contact Essex 0845 743 0430).

There is another type of Order called an Urgency Order, a type of temporary order which may be carried out when urgent work requiring restrictions must be carried out immediately.

Appendix 4

Functional Route Hierarchy

The Traffic Management Strategy adopted by the County Council in 2005 identified and defined a Functional Route Hierarchy divided into County Routes and Local Roads.

The County Routes provide the main traffic distribution function in any area and give priority to motorised road users. The Traffic Management Strategy splits County Routes into Priority 1 and Priority 2.

Priority 1 County Routes may be inter-urban or connecting routes, radial feeder or town centre access routes. What is important is the need to maintain free flowing traffic movement on them due to the function they perform within the network. Priority 2 County Routes are all those County Routes which do not fall into the Priority 1 category.

The Traffic Management Strategy defines Local Roads as being all non-County Routes, further subdividing into developed (generally residential) roads and rural (unclassified routes linking developed areas) roads.

Local roads support a different balance of motorised and non-motorised road users. Account must be taken of the differences in form and function of local urban roads and local rural roads.

The following web site link provides access to a map of the Essex County road network which details the road network forming the Functional Route Hierarchy

<http://www.essexworkstraffweb.org.uk/>

Appendix 5

Assessment System & Scoring Methodology

The scoring methodology is shown as a separate document for ease of reference, available on the North Essex Parking Partnership website.

Please note that the scoring methodology will usually be applied to assess applications to NEPP. In other circumstances NEPP may deal with schemes generated by or through ECC, including LHP schemes, or schemes of its own, including schemes determined under delegated powers, where this process may be dis-applied.

See separate document.



North Essex Parking Partnership

15 December 2016

Title: Operational Protocols Amendment
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker, NEPP Group Manager

Minor changes to the Operational Protocols to make observations times allowed in different circumstances clearer

1. Decision(s) Required

1.1. To decide the changes which should be made to the Operational Protocols.

2. Reasons for Decision

2.1. To make the dis-application of the observation period in certain circumstances more transparent.

3. Observations

3.1. An observation period may be carried out in situations where loading is allowed, for example a yellow line where there is not a loading restriction.

3.2. In some circumstances an observation may not be necessary before a PCN is issued, for instance where it is obvious evidence that loading was not being carried out.

3.3. The previous Policy mentioned a specific time for observations, and it was not clear that this could be dis-applied in some circumstances.

3.4. The revisions set out to make circumstances where an observation period is required, clearer.

4. Recommendation

4.1. It is recommended that the changes shown in the Appendix are accepted and become Policy, with immediate effect.

4.2. No other changes are proposed to the existing Policy.

Appendices –

Appendix A – Parking Operational Protocols - changes proposed

Appendix B – Parking Operational Protocols – Full Policy (Online -

<https://www.parkingpartnership.org/north/uploads/committee/Item%2011.%20Appendix%20B%20-%20Parking%20Operational%20Protocols%20-%20Full%20Policy.pdf>

)

Appendix A

Loading / Unloading:

Vehicles will be permitted to park in contravention of waiting restrictions, including Resident Parking Zones, whilst carrying out the legitimate activity of Loading or Unloading provided:

1. Activity, involving the vehicle, **is may be** observed by the Civil Enforcement Officer whilst the vehicle is parked. ~~The observation period shall be for at least five minutes and a PCN shall only be issued if no activity is seen during this period~~ (see Observations section).
2. Generally ~~a maximum of 5 minutes~~ **an observation period (which may be dis-applied, see Observations section)** will be allowed to enable loading / unloading to take place. Exceptions will be made when the nature of the goods being loaded / unloaded require more time, i.e. House moving or very heavy goods being handled.
3. Due consideration will be given to elderly or disabled people.
4. Due allowance will be given to allow the driver to complete delivery paperwork.
5. Where a PCN is issued a challenge will be considered if supported by evidence (e.g. a delivery note confirming the time and evidence that the driver was delayed or was involved in moving heavy goods).

Observation Period – Prior to Issue of PCN:

Except where loading restrictions or clearway restrictions are in force, prior to the issue of a PCN the CEOs will, in most circumstances*, allow a period to elapse between first observing the contravention and the issue of the PCN.

The details of the vehicle will be entered into the CEO's Hand Held Computer (HHC) when first seen. The PCN will not normally be issued until loading can be refuted*

** - An observation may be dis-applied where activity is observed to warrant the issue of an immediate PCN, for example where the motorist clearly was intending to carry out some other activity than loading, e.g. visiting a Newsagent with the intention of purchasing a newspaper, etc.*

The CEOs will be able to continue with their patrols and then return to the contravening vehicle; continuous observation is not necessary. The observation time (a portion of the time observed when the vehicle was alleged to be in contravention; not the whole time), and the PCN issue time, will appear on the face of the PCN itself and will be recorded by the enforcement software system.

There is no 'statutory observation' or 'allowed time' for loading; e.g. motorists *do not* have 2 minutes or 'grace time' for other activities.

Motorists actually carrying out loading will be allowed to load for as long as the activity persists (see also "Loading / Unloading").

Motorists will be allowed to stop for so long as it is necessary to enable people to board or alight, unless there are clearway restrictions in force.

An exception to this is where the 'time allowed' has expired, when an additional 10 minutes will be allowed and added to the end of the expiry time.

~~Observation Period – Prior to Issue of PCN:~~

~~Except where loading restrictions or clearway restrictions are in force, prior to the issue of a PCN the CEOs will allow a period of at least five minutes to elapse between first observing the contravention and the issue of the PCN.~~

~~The details of the vehicle will be entered into the CEO's Hand Held Computer (HHC) when first seen. The PCN will not normally be issued until loading can be refuted (generally after 5 minutes).~~

~~The CEOs will be able to continue with their patrols and then return to the contravening vehicle. The observation time and the PCN issue time will appear on the face of the PCN itself and will be recorded by the enforcement software system.~~

~~The exception to this is where the time allowed has expired, when an additional 10 minutes will be allowed and added to the end of the expiry time.~~



North Essex Parking Partnership

17 March 2016

Title: Department for Communities and Local Government – Connecting Town Halls – Consultation on allowing joint committees and combined authorities to hold meetings by video conference.

Author: Jonathan Baker

Presented by: Jonathan Baker

This report requests members of the Joint Committee to provide their views on the Government consultation to allow Joint Committees to hold meetings by video conference.

1. Decision(s) Required

- 1.1 For the North Essex Parking Partnership Joint Committee members to provide their views on the government consultation regarding holding meetings by video conferencing.
- 1.2 To authorise the Officer responsible to submit a response, following consultation with the Chairman on behalf of the North Essex Parking Partnership.

2. Reasons for Decision(s)

- 2.1 The Department for Communities and Local Government (DCLG) have launched a consultation on whether to permit joint committees and combined authorities to hold formal meetings by video conference. The consultation document is attached as **Appendix A**.
- 2.2 The deadline for responding to the consultation is 11 January 2016, which is prior to the next Joint Committee meeting. Therefore, following the views from the Joint Committee the Officer responsible will in consultation with the Chairman of the Joint Committee submit a response to the consultation if agreed by the Committee.

3. Alternative Options

- 3.1 The Joint Committee could decide that it does not wish to respond to the consultation.

4. Supporting Information

- 4.1. The consultation has been launched specifically for joint committees or combined authorities to provide their views on video conferencing due to the geographical distances that involved with attending meetings. The ability to hold meetings by video conference would be applicable to formal meetings where a vote maybe called to decide a matter.

- 4.2 The consultation document includes three questions to respond to, of which two are relevant to Joint Committees.
- Do you agree that local authorities operating joint committees should have the ability to hold meetings by video conference?
 - Do you agree that the safeguards outlined in paragraphs 14 to 20 are sufficient to preserve town hall transparency when these meetings are held by video conference?
- 4.2 The paragraphs 14 to 20 are contained within the appendix and seek to ensure that if a Joint Committee holds a meeting through video conference, access to the technology is provided at a local authority site that is suitable for a meeting with public access. Joint Committee members would not be permitted to participate in a meeting held by video conference from their home or private premises.
- 4.3 These steps would also ensure that a local authority member, or member of the public attending a meeting at any site where a local authority member is attending the meeting, would also be able to see and hear simultaneously the activities of the local authority members attending the meeting at the other sites in use.
- 4.4 Joint Committee members may wish to identify further safeguards to include in the response, or highlight other issues that could be included in the consultation response.

Appendices

Appendix A – DCLG – Connecting Town Halls – Consultation on allowing joint committees and combined authorities to hold meetings by video conference.

Background Papers



Department for
Communities and
Local Government

Connecting Town Halls

Consultation on allowing joint committees and combined authorities to hold meetings by video conference



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1. Scope of the consultation

A consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State

Topic of this consultation:	This consultation paper sets out the Government's proposals for giving local authorities operating joint committees, and combined authorities, the ability to hold meetings by video conference.
Scope of this consultation:	The Department for Communities and Local Government is consulting on proposals to give local authorities operating joint committees, and combined authorities, but not councils as a whole, the ability to hold formal meetings using video conferencing facilities. Making any change to the rules on how these meetings are held in England will require changes to the Local Government Act 1972.
Geographical scope:	The proposals in this consultation paper apply to local authorities operating joint committees, and combined authorities, in England only.
Impact Assessment:	No impact assessment has been produced for this consultation. The proposals would give local authorities and combined authorities the ability to hold these meetings by video conference should they so wish, rather than placing any requirement upon them to do so.

Basic Information

To:	This consultation is open to everyone. We particularly seek the views of individual members of the public, of local authorities that operate joint committees, of combined authorities, of those bodies that represent the interests of local authorities, and of the local media who report on these types of specific meeting.
Body responsible for the consultation:	The Conduct and Council Constitutions Team in the Department for Communities and Local Government is responsible for conducting the consultation.
Duration:	The consultation will begin on 9 November 2016. The consultation will run for 9 weeks and will close on 11 January 2017. All responses should be received by no later than 11 January 2017.

<p>Enquiries:</p>	<p>During the consultation, if you have any enquiries, please contact:</p> <p>Stuart Young email: stuart.young@communities.gsi.gov.uk TEL: 0303 44 42005</p> <p>How to respond: Please respond by email to:</p> <p>videoconferencingconsultation@communities.gsi.gov.uk</p> <p>Alternatively, please send postal responses to:</p> <p>Stuart Young Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF</p> <p>Responses should be received by close on 11 January 2017.</p>
<p>How to respond:</p>	<p>You can respond by email or by post.</p> <p>When responding, please make it clear which questions you are responding to.</p> <p>When you reply it would be very useful if you could confirm whether you are replying as an individual or submitting an official response on behalf of an organisation and include:</p> <ul style="list-style-type: none"> - your name - your position (if applicable) - the name and address of your organisation (if applicable) - an address, and - an e mail address (if you have one)

2. Introduction

1. The Department for Communities and Local Government is consulting on proposals to give local authorities operating joint committees, and combined authorities, but not councils as a whole, the ability to hold formal meetings using video conferencing facilities.

The Rules about Council Meetings

2. Schedule 12 of the Local Government Act 1972 sets out the rules for holding council meetings. The legislation is clear that all those taking part in a council meeting should be physically present in the place where the meeting is taking place. The Government considers that these rules still remain appropriate for council meetings that do not involve the meetings of a joint committee, or a combined authority. However, given the quality of video conferencing facilities available today it is right that local authorities operating joint committees, and combined authorities, be given the ability to hold meetings on multiple sites.

3. Making any change to the rules on how council meetings are held in England will require changes to the Local Government Act 1972.

Joint Committees and Combined Authorities

4. Joint committees and combined authorities present particular geographical challenges when holding meetings.

5. Joint committees are committees formed by two or more local authorities to discharge certain functions of those local authorities jointly. They allow strategic decisions to be taken over a greater area than a single local authority. Each constituent local authority is represented on the joint committee by a councillor from that constituent local authority.

6. A combined authority is a legal structure that can be established by the Secretary of State at the request of two or more county councils or district councils. Combined authorities can discharge statutory functions, such as transport and economic development functions, for the area of the combined authority, which comprises the area of the constituent local authorities of the combined authority. Combined authority members can be members of constituent councils as well as representatives from other organisations.

7. The Government's proposals to give local authorities operating joint committees, and combined authorities, the ability to hold meetings by video conference maintain the town hall transparency that the Government considers essential to help ensure that the public can hold their authority to account.

3. Proposals on allowing joint committees and combined authorities to hold meetings by video conference

Video Conferencing

8. The Government considers that, with appropriate safeguards to maintain town hall transparency, there could be benefits to giving local authorities operating joint committees, and combined authorities, the ability to hold formal meetings by video conference in certain circumstances.
9. For the purposes of these proposals, a meeting is any meeting of a joint committee, or any meeting of a combined authority, including a meeting where a vote might be called to decide a matter.
10. The Government understands that where a joint committee has been established or where a combined authority exists, the area covered by the joint committee or the combined authority can be considerable. As a result, meeting venues for joint committees or combined authorities may be an inconvenient distance away from the homes of some councillors taking part in the meeting and the public who wish to attend the meeting. Such councillors were not directly elected to combined authorities or joint committees, and therefore, travelling such a geographic distance was not a reasonable expectation when standing for election as a councillor.
11. The use of video conferencing to hold meetings could remove those barriers of time and distance that might arise where a meeting of a joint committee or combined authority is held at a location far from the home of a councillor or member of the public. Not only could this lead to a potential saving in travel expenses, but it could help ensure that people are not discouraged from participating in these types of pan-local authority meeting, and would encourage more joint-working in local government.
12. The Government is committed to continuing to ensure that authorities are provided with the tools and freedoms they need to make the best use of taxpayers' money and public resources. These proposals will enable local authorities operating joint committees, and combined authorities, to use video conferencing facilities to hold their meetings, making it easier for those who are participating in those meetings to attend the meetings, and making it easier for the public who wish to attend or observe meetings to do so.
13. Video conferencing enables people at different sites to both see and hear one another. Video conferencing of meetings must mean that not only can the participants of the meeting see and hear one another, but members of the public can see and hear all the participants, just as if the meeting were taking place in a single meeting room with a public gallery.

14. To ensure that participants and the public can take part in and observe a meeting happening in more than one location, we propose that the access to video conferencing facilities to hold council meetings be available at local authority or combined authority sites that are suitable for holding a meeting with public access.

15. This would include, for instance, a local town hall of a constituent council of a combined authority or of a local authority operating a joint committee with other local authorities. A constituent council or local authority member would **not** be able to participate in a meeting held by video conference from their home, or from a private premises.

16. This will ensure that a constituent council or local authority member, or a member of the public attending a meeting at any site where a local authority member is attending the meeting, would also be able to see and hear simultaneously the activities of the local authority members attending the meeting at the other sites in use.

17. If the meeting is also being streamed on the internet then it may, of course, be observed by anyone, anywhere, with an internet connection and the facility to stream video.

Preserving Town Hall Transparency

18. Transparency is the foundation of local accountability, the key that gives people the tools they need to hold their authorities to account. Since 2010, town hall transparency has improved greatly, including changes to the rules about attending council meetings to allow the public to tweet, blog and film the proceedings of council meetings.

19. The Government's proposals preserve town hall transparency and, further, provide the opportunity for enhanced scrutiny of decision making by enabling local authorities to take advantage of, for instance, live streaming meetings held by video conference.

20. The proposals will not change the rules on local authorities or combined authorities publicising meetings, other than that the meeting will now take place on two or more sites. There will also still be limited defined circumstances where the national rules require or allow the meeting to be closed to the public, meaning that only those members participating in the meeting will have access to the video conferencing facilities.

21. Whilst the Government is aware that "remote attendance" was floated by then (Labour) Government in 2008, this Government does **not** support councillors being able to take part in their own council's meetings from their own home, or from some other private premises; the Government believes that such changes would undermine visible democracy scrutiny and public debate. Other than for joint committees and combined authorities which cover more than one local authority area, all council meetings should continue to take place, in person, in the public premises designated for that council meeting.

Questions

Q1: Do you agree that local authorities operating joint committees should have the ability to hold meetings by video conference?

Q2: Do you agree that combined authorities should have the ability to hold meetings by video conference?

Q3: Do you agree that the safeguards outlined in paragraphs 14 to 20 above are sufficient to preserve town hall transparency when these meetings are held by video conference?

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004.

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Department for Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.
Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact DCLG Consultation Co-ordinator.

Department for Communities and Local Government
2 Marsham Street
London
SW1P 4DF
or by email to: consultationcoordinator@communities.gsi.gov.uk



North Essex Parking Partnership

15 December 2016

NORTH ESSEX

Title: North Essex Parking Partnership Operational update

Author: Lou Belgrove, NE Parking Partnership

Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

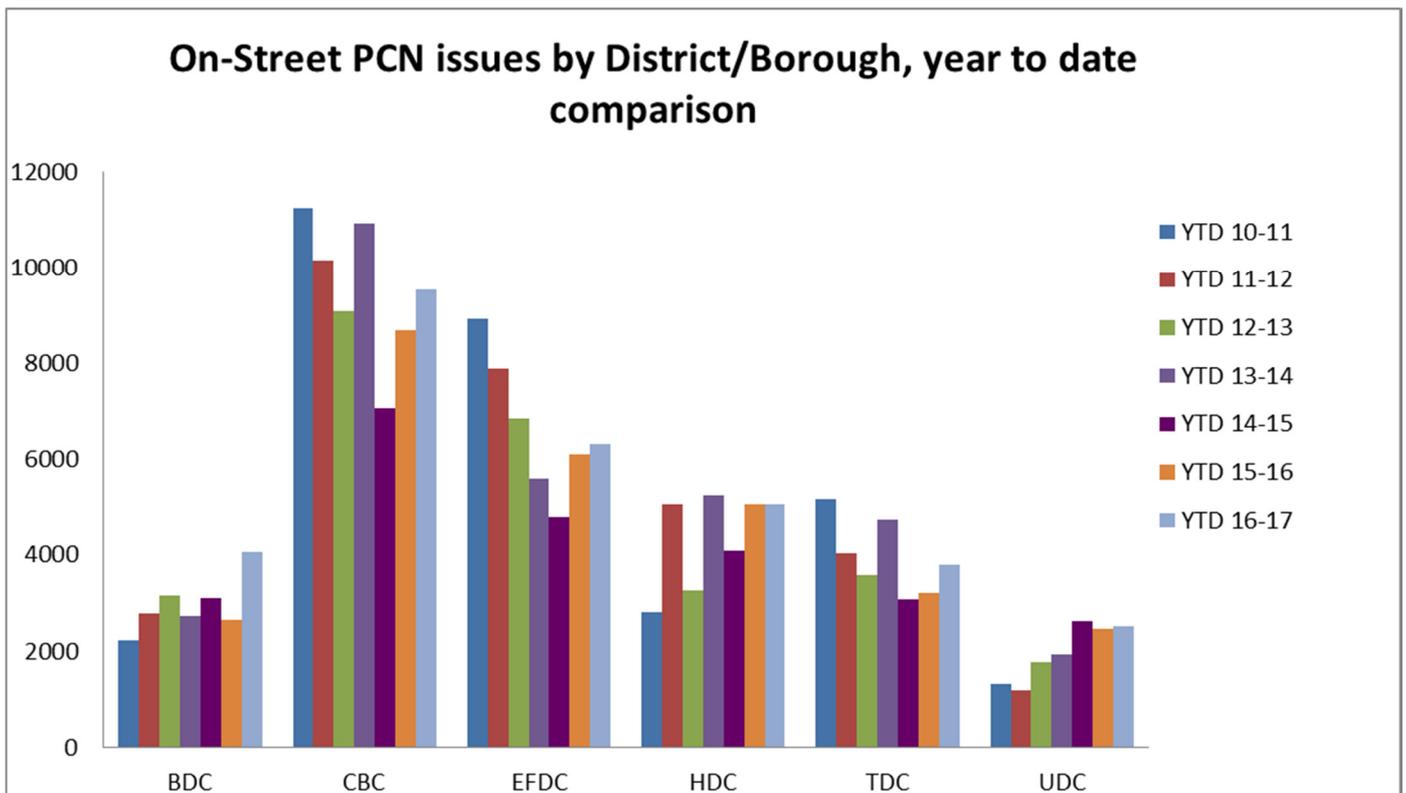
The report gives Members an overview of operational progress since October 2016.

1. Decision(s) Required

1.1. To note the content of the report.

2. On - Street Performance measures

2.1. The following graph (supported by data in Appendix 1) shows the issue rate of all Penalty Charges for the on-street function, with a year to date comparison.



2.2. The number of PCNs issued is mostly dependent upon staff resources. Availability has increased recently and this is shown in the upturn in issue rates.

- 2.3. The new lone-worker solution which is now in use together with the body-worn video system have helped to increase the amount of patrols possible.

3. Enforcement

3.1. Recruitment

Recruitment continues. Some vacancies remain across all Districts, but a recruitment assessment day which has recently taken place resulted in a number of successful candidates being selected for interview.

The recruitment video has now been produced and signed off by NEPP management. It is intended to use this in the first round of recruitment in the New Year. It which will be promoted on the various social media channels which NEPP uses and the website, in order to encourage employment with the service.

3.2 Park Safe Car

The Park Safe CCTV car is now in operation and is being used to effectively enforce restrictions outside schools and at bus-stops where ECC and bus operators have raised issues with difficulty in stopping at the kerbside.

The “roll out” stage of the project is ongoing with the vehicle being deployed in the Colchester Borough to start with to allow for localised testing. The car will then be deployed in central and western districts once initial issues have been resolved.

A number of adjustments to the enforcement polygons within the system have had to be made to ensure all contravening vehicles are captured by the vehicle and at the same time ensuring vehicles not in contravention are not picked up by the camera.

In the first four weeks of operation the car generated 73 PCNs:

65 in Bus Stops

8 Outside schools

Image quality of the data gathered is of a high standard. The case evidence is able to be viewed securely on line and in the documentation sent to the registered keeper. This leads to many cases being paid at their first opportunity. 37% of cases sent out in the first 3 weeks of operation were paid without question.

Once the primary operation of the vehicle is established, work will commence to develop the vehicles capabilities including linking it to MiPermit allowing focused enforcement in resident zones and the collection of vehicle movement and survey data.

The images on the following page are some examples of the kind of images captured by the car.



V0001 lat. 51.8898400 lon. 0.9004567 E 28/10/2016 08:01:55 2750



V0001 lat. 51.8886517 lon. 0.8962400 N 03/11/2016 10:14:23 1764



V0001 lat. 51.8786667 lon. 0.8666450 N 15/11/2016 09:00:02 277

4. Back Office/Business Unit

- 4.1 Officers are investigating (as part of a wider CBC corporate project) the possibility of using a bulk printing and mailing company for most of NEPPs outgoing mail.

In the financial year 2015/16 NEPP sent out over 49,000 pieces of correspondence. Whilst every effort is now made to send as much as we can electronically (76% of informal challenge responses in 2015/16 were sent via email), 73% of the 49,361 had to be sent out via the postal system in accordance with the enforcement legislative process.

By outsourcing the process of printing, envelope stuffing and posting NEPP could make the whole process more effective with substantial efficiencies in both officer time and associated costs.

It is hoped that NEPP will be able to make the necessary adjustments to the processes to allow for the new system to commence for the beginning of the next financial year.

- 4.2 New servers have now been installed by Chipside (who host all of our software and electronic storage) to allow for greater storage capabilities (including video CCTV footage) and to make processes quicker.

Initial issues have been experienced but officers are working with Chipside to rectify these as soon as possible.

5.0 Future work

The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs, together with a significant number of projects already programmed as part of the service review.

Appendix 1 – On Street Ops report

On Street PCNs by month, per District/Borough																						
	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	369	1605	1142	446	424	159		Apr-13	444	1790	857	685	921	265		Apr-16	425	1376	762	709	553	335
May-10	359	1555	1437	391	767	177		May-13	373	2132	947	781	1002	263		May-16	522	1440	1018	853	643	378
Jun-10	301	1471	1271	347	789	142		Jun-13	385	1519	802	858	736	324		Jun-16	617	1318	959	730	507	294
Jul-10	289	1293	1380	397	1108	172		Jul-13	446	1782	748	880	727	322		Jul-16	597	1321	882	681	567	317
Aug-10	262	1758	1143	380	734	199		Aug-13	337	1331	741	892	461	278		Aug-16	643	1383	850	577	637	317
Sep-10	321	1596	1283	386	607	207		Sep-13	382	1154	661	610	372	274		Sep-16	570	1382	814	627	489	438
Oct-10	323	1981	1284	473	738	249		Oct-13	351	1234	858	566	523	212		Oct-16	678	1323	1041	883	408	428
YTD 10-11	2224	11259	8940	2820	5167	1305		YTD 13-14	2718	10942	5614	5272	4742	1938		YTD 16-17	4052	9543	6326	5060	3804	2507
Nov-10	339	2057	1554	897	617	293		Nov-13	359	1250	940	783	549	333		Nov-16						
Dec-10	235	1151	1105	490	314	94		Dec-13	360	1077	883	682	326	273		Dec-16						
Jan-11	286	1803	1448	692	506	132		Jan-14	423	984	854	583	338	423		Jan-17						
Feb-11	263	1464	1151	795	453	149		Feb-14	345	1191	659	522	301	250		Feb-17						
Mar-11	290	1360	1222	543	216	118		Mar-14	310	1224	768	630	484	283		Mar-17						
FY 10-11	3637	19094	15420	6237	7273	2091		FY 13-14	4515	16668	9718	8472	6740	3500								
Apr-11	298	1441	1081	700	593	139		Apr-14	368	910	729	453	367	307								
May-11	383	1483	1079	837	464	146		May-14	486	1021	746	633	500	362								
Jun-11	321	1449	1058	900	497	139		Jun-14	479	926	538	461	357	369								
Jul-11	344	1556	1154	853	747	149		Jul-14	339	927	747	671	434	345								
Aug-11	484	1340	1059	543	667	196		Aug-14	472	1285	624	565	612	402								
Sep-11	483	1257	1223	567	489	195		Sep-14	472	950	691	630	443	395								
Oct-11	467	1620	1250	670	588	214		Oct-14	491	1052	740	662	352	436								
YTD 11-12	2780	10146	7904	5070	4045	1178		YTD 14-15	3107	7071	4815	4075	3065	2616								
Nov-11	364	1214	1319	751	437	186		Nov-14	479	1262	837	741	465	318								
Dec-11	314	1123	1404	703	364	163		Dec-14	426	1241	820	683	408	327								
Jan-12	403	1141	1287	679	445	164		Jan-15	447	1190	773	649	535	478								
Feb-12	246	843	1099	451	302	126		Feb-15	556	1171	740	618	442	449								
Mar-12	321	1157	1260	295	487	147		Mar-15	545	1208	745	540	451	559								
FY 11-12	4428	15624	14273	7949	6080	1964		FY 14-15	5560	13143	8730	7306	5366	4747								
Apr-12	434	1195	1074	362	566	194		Apr-15	360	1258	781	694	279	391								
May-12	379	1388	1200	422	484	202		May-15	520	1372	1072	785	452	482								
Jun-12	389	1171	940	540	525	236		Jun-15	236	1161	798	679	441	295								
Jul-12	474	1225	1091	509	596	275		Jul-15	244	1259	717	648	561	320								
Aug-12	525	1249	1076	449	667	308		Aug-15	281	1102	963	725	701	246								
Sep-12	504	1375	723	369	361	261		Sep-15	381	1219	846	763	394	323								
Oct-12	448	1491	749	603	376	294		Oct-15	619	1314	937	775	368	393								
YTD 12-13	3153	9094	6853	3254	3575	1770		YTD 15-16	2641	8685	6114	5069	3196	2450								
Nov-12	431	1631	656	818	432	312		Nov-15	640	1467	1027	888	611	465								
Dec-12	459	1515	603	760	539	209		Dec-15	440	1305	802	622	416	188								
Jan-13	467	1565	576	535	470	258		Jan-16	399	1441	777	602	437	277								
Feb-13	570	1799	723	545	575	262		Feb-16	524	1394	794	662	442	345								
Mar-13	437	1804	905	744	865	256		Mar-16	557	1103	849	803	380	519								
FY 12-13	5517	17408	10316	6656	6456	3067		FY 15-16	5201	15395	10363	8646	5482	4244								



North Essex Parking Partnership

15 December 2016

Title: Forward Plan 2016/2017

Author: Jonathan Baker

Presented by: Jonathan Baker

This report concerns the Forward Plan of meetings for the North Essex Parking Partnership

1. Decision(s) Required

1.1 To note the North Essex Parking Partnership Forward Plan for 2016/17.

2. Reasons for 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 incorporate requests from Joint Committee members on issues that they wish to be discussed.

3.2 Meeting dates for the North Essex Parking Partnership have been uploaded to both the Parking Partnership website and Colchester Borough Council's committee management system.

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

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	26 May 2016 10-12pm Grand Jury Room, Town Hall Colchester	30 June 2016 1.30 pm Grand Jury Room, Town Hall, Colchester	<p>The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) (Amendment No.40) Order – Consideration of Objections</p> <p>Annual Review of Risk Management</p> <p>Annual Governance Review and Internal Audit</p> <p>Commuter Parking</p> <p>ECC Scrutiny and extension of NEPP Agreement</p> <p>NEPP On and Off Street Financial Position 2015/16</p> <p>NEPP Annual Report Data for 2015/16</p> <p>Traffic Regulation Orders Update</p> <p>North Essex Parking Partnership On and Off Street Operational Report</p> <p>Forward Plan 16/17</p>	<p>Trevor Degville (PP)</p> <p>Hayley McGrath (CBC)</p> <p>Hayley McGrath (CBC)</p> <p>Trevor Degville(PP)</p> <p>Richard Walker</p> <p>Lou Belgrove (PP)/Richard Walker (PP)</p> <p>Richard Walker (PP)</p> <p>Trevor Degville (PP)</p> <p>Lou Belgrove (PP)</p> <p>Jonathan Baker (CBC)</p>
Joint Committee for On/Off Street Parking	29 September 2016 S17, Rowan House 10-12pm	20 October 2016 1.00pm Epping District Council	<p>TRO Schemes for approval and update</p> <p>TRO – Paringdon Road, Harlow</p> <p>TRO – Disabled Bay Holder Permit Bays</p>	<p>Trevor Degville/Shane Taylor (PP)</p> <p>Trevor Degville (PP)</p> <p>Trevor Degville (PP)</p>

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
	Colchester		Budget Update: 6 month position Annual Report Essex County Council Scrutiny Committee Minute Operational Update Introduction of new £1 coin Forward Plan 16/17	Lou Belgrove (PP) Richard Walker (PP) Jonathan Baker (CBC)/Trevor Degville (PP) Lou Belgrove (PP) Trevor Degville Jonathan Baker
Joint Committee for On/Off Street Parking	24 November 2016 G3, Rowan House 10-12pm Colchester	15 December 2016 1.00pm Committee Room 1, Braintree District Council	Traffic Regulation Order Policy Update Development Plan 2018-2022 NEPP Budget Update Period 8 Parking Operational Protocols TRO Policy Update Operational Report DCLG Consultation – Joint Committees meetings by video conferencing Forward Plan 16/17	Trevor Degville/Shane Taylor Richard Walker Richard Walker/Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Lou Belgrove (PP) Jonathan Baker (CBC) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	2 March 2017 G3, Rowan House 10-12pm	30 March 2017 1.00pm Weeley Council Chamber,	TRO Schemes for approval Finance Update Period 10	Trevor Degville/Shane Taylor (PP) Richard Walker (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
	Colchester	Tendring District Council	Budget 2017-18 Schools Report Forward Plan 16/17	Richard Walker (PP) Richard Walker (PP)/Nick Binder (SEPP) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	1 June 2017, S17, Rowan House, 10-12pm Colchester	22 June 2017 1.00pm Rowan House Colchester Borough Council	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP On and Off Street Financial Position 2016/17 Draft Annual Report Technical Team Update Operational Report Forward Plan 17/18	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP)/Richard Walker (PP) Richard Walker (PP) Trevor Degville (PP)/Shane Taylor (PP) Lou Belgrove (PP) Jonathan Baker (CBC)

CBC / Parking Partnership Contacts

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

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North Essex Parking Partnership

Joint Working Committee Off-Street Parking

Committee Room 1, Braintree District
Council Offices, Causeway House,
Braintree, CM7 9HB

15 December 2016 at 1.00 pm

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

North Essex Parking Partnership

Joint Committee Meeting – Off-Street

Thursday 15 December 2016 at 1.00 pm

Committee Room 1, Braintree District Council Offices, Causeway House, Braintree,
CM7 9HB

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Mike Lilley (Colchester)
Robert Mitchell (Braintree)
Danny Purton (Harlow)
Gary Waller (Epping Forest)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Gordon Glenday (Uttlesford)
Laura Hardisty (Colchester)
Joe McGill (Harlow)
Samir Pandya (Braintree)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies and Substitutions		
3. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4. Have Your Say The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5. Minutes To approve as a correct record the draft minutes of the meeting held 20 October 2016.		1-2
7. NEPP Off-Street financial position at period 7 2016/17 This report sets out the seven monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget	Lou Belgrove	3-4
8. Off-Street Operational Update This report gives Members an update of operational progress since the last Operational Report in October 2016.	Lou Belgrove	5-7

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

**20 October 2016 at 1.00pm
Council Chamber, Civic Offices, High Street, Epping,
Essex, CM16 4MZ**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Mike Lilley (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Danny Purton (Harlow District Council)

Substitutions:-

Councillor Richard Bassett for Councillor Gary Waller (Epping Forest District 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)
Lisa Hinman (Parking Partnership)
Joe McGill (Harlow District Council)
Derek McNab (Epping Forest District Council)
Samir Pandya (Braintree District Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

7. Declaration of Interest

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

8. Minutes

RESOLVED that the minutes of the meeting held on 30 June 2016 were confirmed as a correct record.

9. Introduction of new £1 Coin

Trevor Degville, Parking Partnership, presented the report on the introduction of the new £1 coin. The report provided the Joint Committee with an update on the introduction of the new coin and the impact on the pay and display machines across Braintree District Council, Colchester Borough Council and Uttlesford District Council.

Trevor Degville stated that the work would have to be done in advance of the introduction of the new coin in March 2017. An order for the machines to be reprogrammed in advance of this date had been placed, which has been costed at

£100.80 for each machine. Trevor Degville also stated that the Parking Partnership would write to the partners when the demonetisation takes place to discuss removing the setting to accept old £1 coins, although at that point it would be unlikely that they would be in circulation.

The Committee welcomed the report; Councillor Barker questioned whether, with the uptake of contactless payments, new wave and pay machines could be installed instead of an update to the current machines. Trevor Degville stated that the order has been placed to retune the machines to accept the new £1 coin, but if any Partner Authority wished to replace their current machines with those able to accept contactless payments Officers from the Partnership would need to know by the end of the year to be able to change the current retune order.

RESOLVED that the Introduction of new £1 coin report be noted.

10. NEPP Off-Street financial position for 2016/17

Lou Belgrove, Parking Partnership, introduced the NEPP Off-Street financial position for 2015/16. The report is presented for information and scrutiny by the Joint Committee.

Lou Belgrove highlighted that at period 6, the budget was operating with a small surplus, which was down to Civil Enforcement Officer vacancies.

Councillor Mitchell questioned whether the North Essex Parking Partnership could have an aim of achieving higher than 100% of vacancies filled. In response, Richard Walker, Parking Partnership, stated that the partnership has a robust method of selecting the right people for the role of CEO before investments in training is made. Changing the aim of the Partnership would fall under an operational matter which the lead authority can do. In addition the Development Plan for the North Essex Parking Partnership will be coming to the next On-Street Joint Committee meeting, which could include this suggested change.

RESOLVED that the NEPP Off-Street financial position for 2016/17 be noted.

11. Off-Street Operational Update

Lou Belgrove, Parking Partnership, presented the Off-Street Operational Update, which the Joint Committee is requested to note.

Lou Belgrove stated that Penalty Charge Notices in most areas are on the increase, as is the use of MiPermit.

Councillor Barker welcomed the impressive take up of the wave and pay contactless options within car parks.

RESOLVED that the Off-Street Operational Update be noted.



North Essex Parking Partnership

15 December 2016

Title: **NEPP Off-Street financial position at period 7 2016/17**
Author: Richard Walker, NEPP Group Manager
Presented by: Lou Belgrove, Richard Walker

This report sets out the seven monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget

1. Decision(s) Required

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

2. Reasons for Decision(s)

2.1. To ensure prudent financial management of the Partnership

3. Alternative Options

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

4. Supporting Information

4.1. The detailed budget figures are set out in the Appendix to this report and comment on these are in the following paragraphs.

4.2. Overall savings in the staffing budgets to date are mainly down to the current vacancies in Civil Enforcement Officer (CEO) posts. A sustained effort continues to also reduce costs in both direct and indirect expenditure areas.

5. Recommendations

5.1. It is recommended that the figures and forecast shown in the report and Appendix be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

Appendix

To end of P7 (October)

	A	B	C	D	E	F	G
Off-street Account	2015/2016	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017
	Actual	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance
<i>Direct costs</i>							
Expenditure							
Employee costs:							
Management	16	8	8	0	14	14	0
CEOs & Supervision	275	168	209	(42)	282	359	(77)
Back Office	111	73	71	2	127	122	5
Off-street Account	206	120	110	10	201	188	13
Premises costs	6	6	2	4	6	3	3
Transport costs (running costs)	14	6	11	(5)	19	19	0
Supplies & Services	392	244	169	75	291	290	1
Third Party Payments	13	8	9	(1)	15	15	0
	1,033	632	589	43	956	1,010	(55)
Income							
Braintree District Council	(147)	(110)	(110)	0	(147)	(147)	0
Epping Forest District Council	(272)	(204)	(204)	0	(272)	(272)	0
Harlow District Council	(68)	(51)	(51)	0	(68)	(68)	0
Uttlesford District Council	(154)	(154)	(116)	(38)	(154)	(154)	0
Other income	(41)	(12)	0	(12)	(12)	0	(12)
Colchester Borough Council	(676)	(665)	(663)	(1)	(665)	(663)	(2)
	(1,358)	(1,196)	(1,144)	(51)	(1,318)	(1,304)	(14)
<i>Total Direct Costs</i>	(325)	(564)	(555)	(8)	(362)	(294)	(69)
<i>Non-direct costs</i>							
Other non-direct costs	191	159	159	0	159	159	0
<i>Total Non-direct Costs</i>	191	159	159	0	159	159	0
Deficit / (Surplus)	(134)	(405)	(396)	(8)	(203)	(135)	(69)



North Essex Parking Partnership

15th December 2016

Title: Off-Street Operational Update
Author: Lou Belgrove, NE Parking Partnership
Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

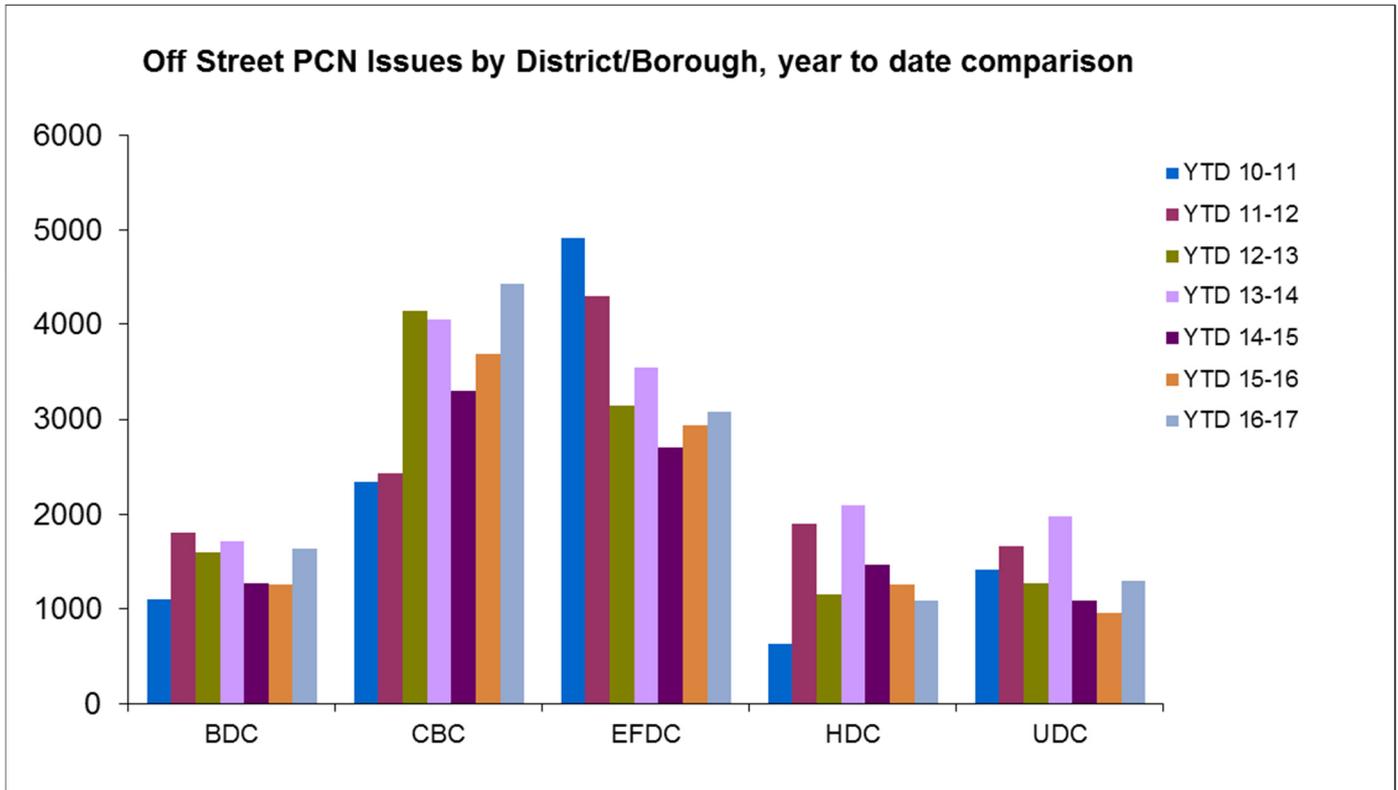
The report gives Members an overview of off-street operational progress since October 2016.

1. Decision(s) Required

1.1. To note the content.

2. Off-Street performance measure

The following graph and data show the issue rate of all Penalty Charges for the off-street function, with a year to date comparison.



2.1. As with the on-street function, the number of PCNs issued is mostly dependent upon staff resources. Availability has increased recently and this is shown in the upturn in issue rates. The new lone-worker solution together with the body-worn video system has increased the amount of patrols now possible.

3.0 Projects

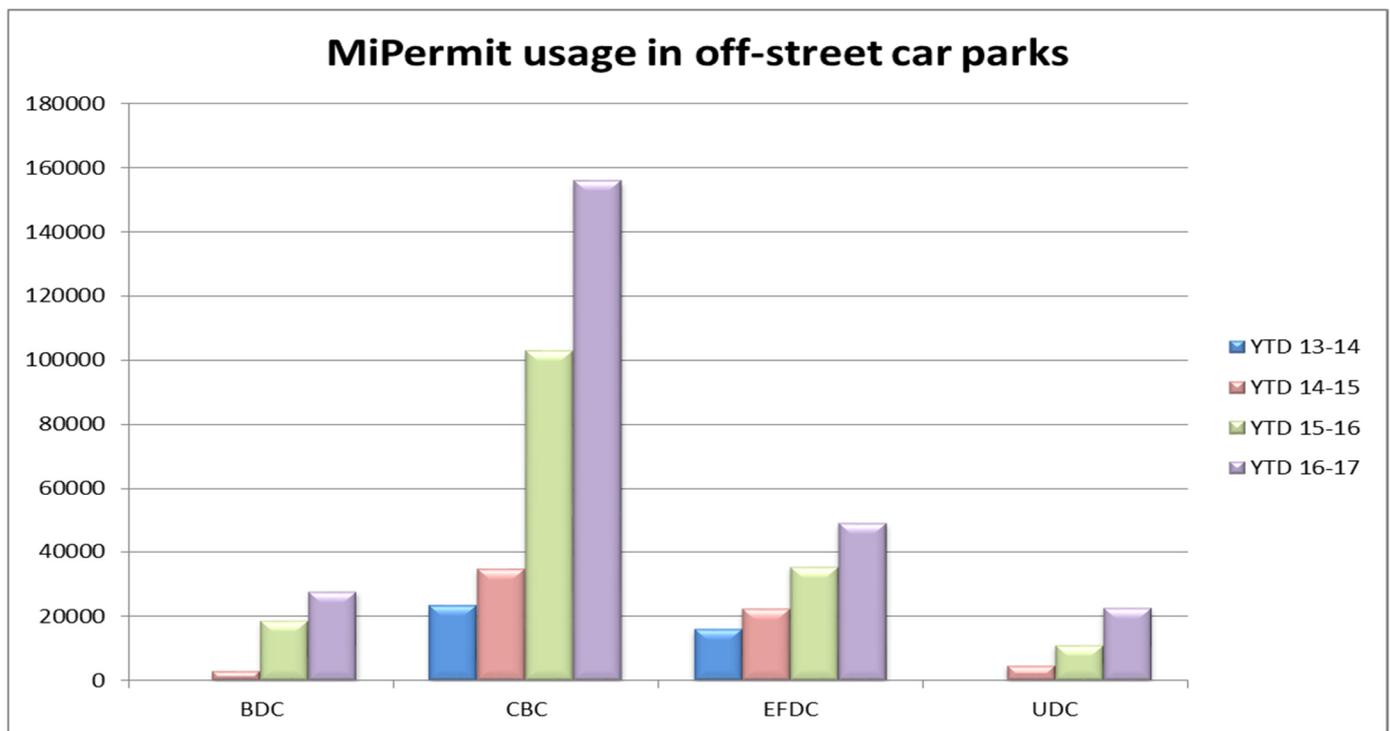
As well as “business as usual” there are also a number of on-going projects which form the current and future off-street work programme:

- New business (Hatfield Peverel Parish Council) – HPPC have approached NEPP to enquire about Partnership working in the future. BDC are working with the Business Unit to develop a SLA to cover all aspects of a possible future arrangement.
- Priory Street Redevelopment – Work is now reaching completion with an expected early delivery date
- Cogglesall – The project to included Stoneham Street car park back into the BDC car park Order to allow a tariff to be applied to the location and for NEPP to then enforce it is ongoing.

Many of the projects mentioned in the on-street update also apply to the off-street function and will assist in delivering the service in the future.

4.0 MiPermit

MiPermit continues to be a popular choice for customers in all of the relevant off-street car parks. The below graph shows the number of virtual purchases made in each district - with a year to date comparison.



Whilst MiPermit use does continue to grow across all relevant districts, it still remains only a small part of the overall income taken, with cash still proving to be the favourite.

5.0 Future work

The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs, together with a significant number of projects already programmed as part of the service review.

Appendix 1 – Off Street Ops report

Off Street PCNs by month, per District/Borough																						
	BDC	CBC	EFDC	HDC	TDC	UDC		BDC	CBC	EFDC	HDC	TDC	UDC		BDC	CBC	EFDC	HDC	TDC	UDC		
Apr-10	178	382	757	131	0	182		Apr-13	246	596	507	280	0	233		Apr-16	181	639	422	146	0	162
May-10	152	477	690	103	0	155		May-13	206	770	466	360	0	331		May-16	247	609	520	224	0	179
Jun-10	146	338	650	78	0	204		Jun-13	239	626	592	299	0	268		Jun-16	223	573	450	151	0	192
Jul-10	157	306	782	89	0	231		Jul-13	281	696	427	367	0	315		Jul-16	225	724	463	152	0	210
Aug-10	156	321	685	81	0	189		Aug-13	250	528	493	361	0	220		Aug-16	245	641	371	156	0	217
Sep-10	158	232	653	81	0	229		Sep-13	240	439	456	196	0	294		Sep-16	233	733	354	129	0	164
Oct-10	150	287	700	67	0	213		Oct-13	242	400	599	231	0	322		Oct-16	276	511	505	124	0	162
YTD 10-11	1097	2343	4917	630	0	1403		YTD 13-14	1704	4055	3540	2094	0	1983		YTD 16-17	1630	4430	3085	1082	0	1286
Nov-10	147	339	631	139	0	209		Nov-13	266	423	588	222	0	294		Nov-16						
Dec-10	110	227	400	95	0	155		Dec-13	193	317	378	173	0	136		Dec-16						
Jan-11	118	319	587	110	0	131		Jan-14	163	348	511	192	0	186		Jan-17						
Feb-11	131	376	632	116	0	136		Feb-14	145	413	444	203	0	104		Feb-17						
Mar-11	124	410	662	103	0	145		Mar-14	143	468	459	258	0	124		Mar-17						
FY 10-11	1727	4014	7829	1193	0	2179		FY 13 - 14	2614	6024	5920	3142	0	2827								
Apr-11	144	355	599	202	0	135		Apr-14	164	520	319	220	0	109								
May-11	228	406	581	275	0	203		May-14	227	499	495	219	0	145								
Jun-11	265	332	586	302	0	195		Jun-14	229	385	387	210	0	179								
Jul-11	279	363	629	342	0	250		Jul-14	178	476	416	225	0	180								
Aug-11	345	367	607	259	0	301		Aug-14	149	518	361	253	0	153								
Sep-11	276	281	623	223	0	285		Sep-14	131	444	324	171	0	158								
Oct-11	262	332	667	294	0	285		Oct-14	183	463	396	159	0	162								
YTD 11-12	1799	2436	4292	1897	0	1654		YTD 14-15	1261	3305	2698	1457	0	1086								
Nov-11	218	239	771	217	0	266		Nov-14	181	493	376	156	0	127								
Dec-11	156	194	561	181	0	153		Dec-14	187	309	413	148	0	114								
Jan-12	185	456	653	164	0	210		Jan-15	230	417	362	143	0	167								
Feb-12	129	172	436	108	0	122		Feb-15	265	513	349	137	0	184								
Mar-12	133	477	546	151	0	154		Mar-15	297	484	332	105	0	223								
FY 11-12	2620	3974	7259	2718	0	2559		FY 14 - 15	2421	5521	4530	2146	0	1901								
Apr-12	167	535	414	100	0	134		Apr-15	212	477	317	180	0	162								
May-12	191	767	563	174	0	123		May-15	241	476	334	206	0	180								
Jun-12	195	578	532	188	0	194		Jun-15	159	501	318	206	0	120								
Jul-12	266	557	489	172	0	201		Jul-15	137	506	295	176	0	116								
Aug-12	281	627	506	187	0	199		Aug-15	127	481	589	194	0	107								
Sep-12	233	535	342	170	0	198		Sep-15	144	595	522	118	0	113								
Oct-12	255	541	293	161	0	210		Oct-15	230	656	565	171	0	151								
YTD 12-13	1588	4140	3139	1152	0	1259		YTD 15-16	1250	3692	2940	1251	0	949								
Nov-12	263	516	297	176	0	191		Nov-15	232	607	684	212	0	144								
Dec-12	260	527	269	180	0	187		Dec-15	189	393	310	176	0	78								
Jan-13	250	372	383	131	0	231		Jan-16	210	586	467	168	0	130								
Feb-13	266	403	485	148	0	264		Feb-16	251	541	491	122	0	147								
Mar-13	295	516	505	222	0	195		Mar-16	230	497	499	212	0	181								
FY 12-13	2922	6474	5078	2009	0	2327		FY 15-16	2362	6316	5391	2141	0	1629								