



# North Essex Parking Partnership

## Joint Committee On-Street Parking

Clacton Town Hall,  
Tendring District Council,  
Station Road, Clacton CO15 1SE

**17 March 2022 at 1.00pm**

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

## Information for Members of the Public

### Access to information and meetings

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

### Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. Members of the public may attend and speak at meetings for up to three minutes.
- Members of the public may also address the Joint Committee directly, for up to three minutes, if they so wish. If you would like to know more about the Have Your Say! arrangements for the Parking Partnership's Joint Committee, or request to speak, please email: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)
- For online meetings of the Joint Committee [used during lockdowns], a written contribution to each meeting of no longer than 500 words may be made by each person which should be submitted before noon on the working day before the meeting date, sent to: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

If you wish to address the Joint Committee directly, or to submit a statement to be read out on your behalf, the deadline for requesting this is noon on the working day before the meeting date.

## North Essex Parking Partnership

### Terms of Reference of the Joint Committee

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

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

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

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

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

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

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

The Joint Committee has the following specific responsibilities:

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

### Strategic Planning

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

### Committee Operating Arrangements

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

### Service Delivery

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

### Monitoring

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

### Decision-making

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

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

### Accountability & Governance

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

**North Essex Parking Partnership  
Joint Committee Meeting – On-Street**  
Thursday 17 March 2022.  
Meeting to be held in Clacton Town Hall,  
Tendring District Council,  
Station Road, Clacton CO15 1SE

**Attendees**

**Executive Members:-**

Cllr Simon Crow (Colchester)  
Cllr Richard van Dulken (Braintree)  
Cllr Richard Freeman (Uttlesford)  
Cllr Alistair Gunn (Harlow)  
Cllr Sam Kane (Epping Forest)  
Cllr Sue Lissimore (Essex County)  
Cllr Alex Porter (Tendring)

**Apologies from:-**

None

**Agenda**

**Officers:-**

Lou Belgrove (Parking Partnership)  
Liz Burr (Essex Highways)  
Jason Butcher (Parking Partnership)  
Rory Doyle (Colchester)  
Jake England (Parking Partnership)  
Amelia Hoke (Epping Forest)  
Owen Howell (Colchester)  
Linda Howells (Uttlesford)  
Samir Pandya (Braintree)  
Miroslav Sihelsky (Harlow)  
Ian Taylor (Tendring)  
Richard Walker (Parking Partnership)

	<b>Introduced by</b>	<b>Page</b>
<b>1. Welcome &amp; Introductions</b>		
<b>2. Apologies and Substitutions</b>		
<b>3. Declarations of Interest</b> The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
<b>4. Have Your Say</b> The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
<b>5. Minutes</b> To approve as a correct record the draft minutes of the Joint Committee meeting held on 28 October 2021.		<b>7-14</b>

*Continues overleaf*

## North Essex Parking Partnership

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|---|---|--------------|
| <b>6. Finance Report – to end of Period 10 (January)</b><br>The report sets out the current financial position for NEPP from 2020/21 to the end of period 10, January 2022.   | <b>Richard Walker/<br/>Lou Belgrove</b> | <b>15-18</b> |
| <b>7. Permit and Pay to Park Prices to end of 2021/22 and proposed strategy for 2022/23</b><br>The report sets out recommendations for changes to some permit prices and on-street pay to park tariffs, across all districts to the end of this financial year. | <b>Richard Walker/<br/>Lou Belgrove</b> | <b>19-24</b> |
| <b>8. NEPP Surplus Fund – Project Progress and Fund Reallocation</b><br>This report requests the Committee note the progress of NEPP surplus fund projects and the approach for utilizing any previously committed project funds.                               | <b>Jason Butcher</b>                    | <b>25-28</b> |
| <b>9. Park Safe Car update</b><br>The report sets out recommendations for changes to the way the Park Safe CCTV Cars operate, where they are deployed and to note the upgrade to EV.  | <b>Jake England</b>                     | <b>29-30</b> |
| <b>10. Update on Obstructive Parking</b><br>Verbal update on developments.  | <b>Richard Walker</b>                   |              |
| <b>11. Forward Plan 2021-22</b><br>This report concerns the 2021-22 Forward Plan of meetings for the North Essex Parking Partnership, and proposed dates for meetings in 2022-23.   | <b>Owen Howell</b>                      | <b>31-34</b> |

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

**28 October 2021 at 1.00pm**

**Held in Committee Room 1, Causeway House, Bocking End,  
Braintree CM7 9RW.**

**Members Present:**

Councillor Simon Crow (Colchester Borough Council)  
Councillor Richard Freeman (Uttlesford District Council)  
Councillor Alastair Gunn (Harlow District Council)  
Councillor Sam Kane (Epping Forest District Council)  
Councillor Michael Talbot (Tendring District Council)

Councillor Richard van Dulken (Braintree District Council)\*

\*Councillor van Dulken attended as a non-executive, non-voting representative of Braintree District Council

**Substitutions:**

None.

**Apologies:**

Councillor Sue Lissimore (Essex County Council)

**Also Present:**

Richard Walker (Parking Partnership)  
Liz Burr (Essex County Council)  
Carol Clayman (Braintree District Council)  
Trevor Degville (Parking Partnership)  
Amelia Hoke (Epping Forest District Council)  
Owen Howell (Colchester Borough Council)  
Linda Howells (Uttlesford District Council)  
Miroslav Sihelsky (Harlow District Council)  
Ian Taylor (Tendring District Council)

#### **104. Minutes**

*RESOLVED* that the minutes of the meetings held on 24 June 2021 and 10 August 2021 be approved as accurate records.

#### **105. Traffic Regulation Order Update and Application Decision Report**

The recommendations for Traffic Regulation Orders [TROs] from each partner authority were presented for approval.

Proposed TRO T22604988, recommended for approval by Harlow District Council, was raised. The initial recommendation for a resident permit area was being amended to be replaced by a junction protection/extension of double yellow lines, based upon consultation.

Proposed TRO T225009910 [waiting restrictions on Broomstick Hall Road, Waltham Abbey] was recommended for deferral by Epping Forest District Council, as this would be affected by a wider review which was to be carried out.

*RESOLVED* that the recommendations from partner authorities all be approved, subject to the one amendment that TRO T22604988 be modified to be junction protection/extension of double yellow lines.

#### **106. Consideration of Objections – Epping Forest District Amendment 16**

Mr Richard Risdon attended and, with the consent of the Chairman, addressed the Joint Committee in support of the proposal for a single yellow line parking restriction on Purlieu Way, Theydon Bois. Mr Risdon argued that the NEPP's consultation process only asked for objections, and not for statements in support of the proposal.

Mr Risdon spoke to refute allegations that bullying behaviour had been used on residents in order to gain support for the proposal for single yellow lines and explained that he had apologised to the one resident with whom heated words had been exchanged.

Parking problems continued to affect Purlieu Way, along with problems for refuse collection vehicles. Some vehicles were parked on the street for days. Mr Risdon argued that, as only 5 out of 48 properties only had one off-street parking space, the only serious problem would be to ensure parking for visiting care workers. Mr Risdon stated that he had recorded 37 households in favour of the scheme, and that the objections recorded were overstated and misguided.

Mr Geoffrey Sanders attended and, with the consent of the Chairman, addressed the Joint Committee. Mr Sanders argued that the objections were predictable and that no proposal would be able to gain total support from all residents, stating further that there were enough residents supportive in order to allow the scheme to go ahead. Mr Sanders told the Joint Committee that six of the objections were

from residents of Harewood Hill, an adjacent street and were related to a perceived knock-on effect of a single yellow line being introduced to Purlieu Way. Mr Sanders asked why residents of Harewood Hill would be concerned about such effects on on-street parking, if there were no problems relating to parking on Purlieu Way.

Mr Sanders related that he had experience of care visits and that he had never encountered any problems with such visits where restrictions applied.

Mr Radek Nešpor attended and, with the consent of the Chairman, addressed the Joint Committee to oppose the proposed restriction. As a resident of eight years, he explained that he had not experienced any parking problems, either prior to the Covid-19 pandemic or now. Mr Nešpor posited that a restriction would not be workable as there was not sufficient space for all residents to park upon their own properties; residents without options would then be forced to give up their cars.

Mr Nešpor gave the view that single yellow lines with one-hour restrictions would be against best practice, as such measures were not currently recommended, and that objections from residents of Harewood Hill were probably as a result of fears that they would start to experience overflow parking from Purlieu Way.

Ms Sue Kingscote attended via Zoom and, with the consent of the Chairman, addressed the Joint Committee to oppose the proposed restrictions, giving the view that there was not a problem with commuter parking. Residents were the ones who parked on street and Ms Kingscote opposed any restrictions which could pressure residents into having to pave over front garden space in order to increase their off-street parking capacity. Pressures would be highest on those with large families, and this might cause residents to start parking on adjacent streets.

Mr Michael Taylor attended and, with the consent of the Chairman, addressed the Joint Committee to oppose the proposed restriction, giving his situation where, should the restriction be approved, he would need to pave his front garden over in order to provide the space necessary for his son to park his car, once he passed his test. This type of action would damage gardens and lower property values.

Mr Taylor informed the Joint Committee that he had been subjected to bullying, to pressure him into supporting the restriction. He had received an apology, but other neighbours had been pressured and Mr Taylor argued that this made the estimated levels of support unreliable and that genuine views should be sought by contact between the NEPP and affected residents.

The Chairman summarised the options available to the Joint Committee as being to approve the restriction as laid out, seek options for amending its details, or to refuse it entirely.

A Joint Committee member asked whether, if the restriction was approved, width and colour of the road markings could be chosen which were appropriate for a

conservation area, avoiding harsh colouring. It was confirmed by Trevor Degville, NEPP Parking Technical Manager, that this could be done.

The Joint Committee discussed discrepancies raised regarding levels of support and opposition and asked for confirmation of details of the NEPP surveying and consultation carried out. Trevor Degville, NEPP Parking Technical Manager, explained that the process for considering waiting restrictions necessitated a petition to be submitted calling for them. This had been received, but it was noted that some signatories had subsequently changed their minds. The important factor regarding objections to schemes proposed and consulted upon was the strength of arguments put forward, rather than the weight of numbers of objections.

Richard Walker, NEPP Group Manager, explained that, following the Joint Committee's decision to approve consultation on whether to proceed with a single yellow line restriction, he had delegated powers to proceed with introducing the restriction, if no weight of objections were received. Owing to the weight of arguments made by objectors, it was appropriate that this matter was instead referred back to the Joint Committee for a decision to be made. One option was for a further survey to be carried out of affected parties, consulting more widely in neighbouring roads and writing personally to each household.

The Joint Committee discussed the options, with a view being given that more information and consultation was needed. In response to questions, the Group Manager confirmed that there was no formal requirement to look at a potential new parking regulation for Harewood Hill, but that this could be considered if a wider view was taken relating to the restriction currently under consideration for Purlieu Way.

*RESOLVED* that the Joint Committee approve option 3.3, as detailed in the report [to 'alter the current proposals to take into account the views that have now been expressed'], directing officers to seek an alternative or amended form of restriction for Purlieu Way, and to include neighbouring roads such as Harewood Hill in the subsequent consultation on this new restriction proposal.

## **107. Financial Update**

Richard Walker, NEPP Group Manager, presented the latest financial position of the Partnership, which continued to be kept under review. The update which would be provided at the next meeting would include a list of project spending from reserves.

Enough penalty charge notices [PCNs] had been issued to ensure income was maintained, assisted by the use of ParkSafe cars. Increases enforcement has, in some areas, led to a reduction in PCNs issued, as compliance levels rose in response to enforcement. Enforcement assets were then able to be reallocated to other problem areas. A Joint Committee member suggested that the NEPP should look at increasing the number of enforcement vehicles, potentially using Partnership reserves. Questions were also asked as to the use to which existing enforcement

vehicles were put, the Group Manager explained that more vehicles had been purchased as Covid-19 precautions meant that only one person per car had been possible during lockdowns. Owing to overlapping of shifts, vehicle use was high. It was noted that the use of ParkSafe survey cars could lower the need for foot patrols.

It was highlighted that kerbside parking payments had reduced to nothing during lockdowns, however these were now returning to normal levels. It was stressed that the NEPP looked to ensure that kerbside charges mirrored charging in off-street parking places. The pricing strategy would be brought to the Joint Committee at its December meeting.

During this year, the Partnership was forecasting to take £29k from its reserves to improve parking signage.

Answering questions on financial trends in the budget, the Group Manager explained that the chief concern was if there was poor weather in early 2022, which would hamper enforcement and NEPP activities. The Joint Committee would be kept apprised of the Partnership's financial position.

The Joint Committee discussed options for use of electric vehicles [EVs]. The Group Manager explained that this was an aim for the future, but that new contract vehicles had not yet been taken on, as officers were first awaiting a decision as to approval of a new Parking Partnership agreement. Investment was being put into EV charge points in Colchester, and the aim was to convert to EV use as soon as was possible. The Joint Committee discussed potential options for rolling out further EV charge points in the future. The Chairman confirmed that Essex County Council and Highways continued to look at options and were in ongoing dialogue to move forward. The Group Manager explained that the NEPP Project Manager is looking to create an EV Project Officer position.

*RESOLVED* that the NEPP's financial position, as at the end of Period 5 [August] 2021, had been noted by the Joint Committee.

#### **108. Annual Report 2020/21**

Richard Walker, NEPP Group Manager, informed the Joint Committee that the full report was now online, with a continuation of quarterly updates being published throughout each year, plus update newsletters to stakeholders. This approach was praised by Joint Committee members.

#### **109. Essex Parking Partnerships post 31 March 2022**

Richard Walker, North Essex Parking Partnership [NEPP] Group Manager, presented the report and the formal proposal, from Essex County Council [ECC], regarding the creation of a new NEPP/Joint Committee Agreement to succeed the current NEPP Agreement.

The Joint Committee was informed that ECC wished to continue the work of the NEPP in a similar form to that in operation at present, with a new agreement to last for five years, with the option for a three-year extension. The partners within the current NEPP would be invited to become members of the future NEPP partnership.

Key issues were highlighted by the Group Manager, including the need for the new agreement to reflect legislative changes, and arrangements regarding any surplus/reserve funds which might be accrued by the new NEPP. It was proposed that any surplus would be declared prior to the setting of new Traffic Regulation Orders [TROs] each year and that surpluses would be shared between the NEPP and ECC. The Joint Committee would retain decision-making powers regarding TROs.

It was suggested that there could be a joint panel (including the chairmen of the North and South Essex Parking Partnerships and an ECC representative, possibly the relevant portfolio holder) to discuss use of any reserves. It was proposed that the new NEPP would retain up to £300k in reserves, along with the £100k ECC cashflow reserve, with any reserves over £300k [not including the ECC cashflow reserve] being shared between the NEPP and County Council [a 55%/45% split] with the NEPP share supporting the TRO function, with Essex County Council to meet any TRO costs in excess of this. The Group Manager emphasised his view that this was the best possible proposal that the NEPP partners and officers could have expected to receive from ECC.

Liz Burr, Head of Network and Safety/Traffic Manager [Essex Highways], thanked NEPP officers for their work to reach this point. The aim was to produce a proposal which would be a 'win' for all partners and stakeholders. It was confirmed to the Joint Committee that the ability for deficit funding would be maintained and that the new NEPP would retain control over TROs and other measures at its disposal, including the potential to help in providing charging points for electric vehicles.

Some Joint Committee members voiced support for the potential ways for NEPP to work with ECC in identifying uses for reserve funds, including with the area's local highways panels. One suggestion was for any surplus from the NEPP to be ringfenced and split for use between the NEPP partner authorities for use on projects chosen by their respective local highways panels. This could offset the reduction in ECC funding which had been carried out before the Covid-19 pandemic.

The Joint Committee discussed the process used to produce the proposals offered by ECC, with dissatisfaction being voiced that the proposals had been crafted centrally, without consultation with the partner district and borough councils, and then sent to the NEPP and SEPP [South Essex Parking Partnership] for approval or rejection. A comparison was drawn with ECC's consultation over its environmental services provision, which had included envisioning events with the tier 2 local authorities. It was queried why something similar had not been done in this instance, to give the opportunity to discuss the needs of each council and ensure that they were met by the new agreement. Committee members also voiced dissatisfaction that the draft proposals had not been produced earlier and that they would only be able to be fully considered when Cabinets consider them for approval. Earlier circulation of proposals, it was argued, would have given partner authorities an

opportunity to give input and to conduct cost/benefit analyses on the potential options and alternatives to a new NEPP agreement.

The Group Manager underlined the unique nature of on-street parking as an ECC responsibility, with the NEPP being a vehicle which allowed all partner local authorities to have a say. The £1m deficit run by the former parking service, which had been run in-house, had been eradicated in the first three years of the NEPP's operations, with the Partnership developing into an award-winning service operating with a small annual surplus.

A Joint Committee member asked, if any funding had previously been provided by the district and borough councils, whether this should be repaid to them before any excess reserves were transferred over to ECC.

The Joint Committee discussed the process whereby the proposals would now be taken to the Cabinets of each local authority for consideration. It was confirmed that the Joint Committee was not being asked to approve the proposals, but to recommend that they be sent to the respective Cabinets, with a recommendation that they give approval, and to gain their views.

*RESOLVED* that the JOINT PARKING COMMITTEE: -

- 1) Has noted the contents of the Essex County Council Cabinet Report.
- 2) Has agreed to support the future parking partnership arrangements from 1 April 2022.
- 3) Recommends to the Partner District and Borough Councils of the North Essex Parking Partnership in the North Essex Area to support the establishment of arrangements set out in the Essex Offer Letter.
- 4) Recommends their joining up to the new Agreement at the earliest opportunity

#### **110. Update on Obstructive Parking**

Richard Walker, North Essex Parking Partnership [NEPP] Group Manager, gave a summary of the situation, the history of the last Department for Transport [DfT] consultation on options such as decriminalisation of obstructive parking, and a brief update on this issue, including the prospect of enforcement options regarding moving traffic offences. It was confirmed that one option being considered, by DfT, as to whether the requirements for advertising Traffic Regulation Orders could be simplified and updated to reflect changes in how the public accesses information.

The Group Manager gave assurances that the Joint Committee would continue to receive updates on any developments.

The Joint Committee discussed the possible implications of decriminalisation and the abilities that this would open up for patrols and enforcement by the NEPP.

**111. Forward Plan 2020-21**

It was confirmed that the Partnership's pricing strategy would be brought to the Joint Committee at its meeting on 9 December 2021.

*RESOLVED* that the Forward Plan 2020-21 be approved, subject to the addition of the Partnership's pricing strategy to the agenda for its meeting on 9 December 2021.



# North Essex Parking Partnership

Meeting Date:	17 <sup>th</sup> March 2022
Title:	Finance Report – to end of Period 10 (January)
Authors:	Richard Walker, Group Manager / Lou Belgrove, Business Manager
Presented by:	Richard Walker

The report sets out the current financial position for NEPP from 2020/21 to the end of period 10, January 2022.

## **1. Recommended Decisions Required**

- 1.1. Note the NEPP's financial position at the end Period 10 (January) 2022.
- 1.2. Agree (in principle) the Base Budget for Financial Year 2022-2023.

## **2. Reasons for Recommended Decisions**

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

## **3. Alternative Options**

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

## **4. Supporting Information**

- 4.1. Following the National Government lockdowns of the last financial year, Service levels have returned to pre-pandemic levels and income is slowly showing signs of recovery.
- 4.2. With the previous year's (2019/20) £286k in-year surplus being added, the Reserve stood at approx. £1.6m at the start of 2020/21.
- 4.3. An in-year deficit of £372k was recorded at the end of the Financial Year 2020/21 and was drawn from the Reserve to ensure a breakeven position at year end.
- 4.4. The usual £185k TRO (Traffic Regulation Order) costs, agreed project spend, and end of year deficit (as described above) were all included and were also drawn from the Reserve.
- 4.5. At Financial Year 2020/21 close, the Reserves stood at just over £1m.
- 4.6. Expenditure remains consistent and as expected due to the level of service being provided.
- 4.7. Details of the current NEPP financial position are set out in Appendix 1.

## **5. Financial Implications**

- 5.1. As a result of the National Lockdowns, NEPP experienced a 38% reduction in Penalty Charge Notices (PCN), nonetheless, with people returning to town centres and the workplace, we are beginning to see numbers gradually coming back to pre-pandemic levels.
- 5.2. With favourable operating conditions throughout the winter months, and with no further emergency measures imposed, the PCN income at year end should remain positive.
- 5.3. Income relating to “the debtor” (PCN income from Notices issued late this financial year but which won’t be recovered until next financial year) has been included in the PCN income figure, along with the final £146k of the Income Support grant from Central Government -see Appendix 1.
- 5.4. The budget is set each year in line with the medium-term plan, particularly in support of the TRO programme from reserves, alongside investments in operational projects.
- 5.5. Permit income continues to be monitored. The previously reported extensions to the term of expiring parking permits (to assist during the Government lockdowns), caused a temporary cashflow issue where income which would normally be expected to be received within the last year will now appear in this year.
- 5.6. Casual visitor permit income has reduced, and the same is true of pay and display at the kerbside stays. These purchases can be seen as “one-off” types of income and, once lost, is unrecoverable.
- 5.7. Without a wider return to the workplace it maybe that the pre-pandemic levels of kerbside stays will not return but will be monitored for trends.
- 5.8. Despite the draw on the Reserve last financial year, little impact will be had on the planned project spend with many projects being initiated and delivered as expected.
- 5.9. Expenditure in areas for employees is currently under budget for the year due to transitional vacancies across the teams throughout the year. Recruitment has been successful and is ongoing.
- 5.10. The Supplies and Services costs are expected to come in under budget based on previous year spend and level of service provision remaining unchanged.

## **6. Standard References**

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

## Appendix 1 – On-Street Account at end of Period 10, January 2022

	A	B	C	D	E	FY DL	G		
2021/2022 - Period 10	2020/2021 Last Year	2021/2022 Current Year	2022/2023 Next Year	Notes					
<i>Provisional Outturn</i>	Actual	Actual to date	Budget to date	Variance to date	Forecast outturn	Annual budget	Projected variance	Base Budget	
<b>On-street Account</b>									
Direct costs									
<b>Expenditure</b>									
Employee costs:								Next Year	
Management	123	73	77	(4)	91	92	(1)	87	Parking Services Mgt Team staff costs and management a/c
CEOs & Supervision	1,399	1,121	1,195	(74)	1,323	1,434	(112)	1,316	CEOs & Supervisor staff & costs; small vacancy u/spend
Back Office	425	354	371	(17)	420	445	(25)	441	Back Office staff costs
Data Led Services	0	178	174	4	239	209	30	281	
TRO's	134	136	115	21	162	138	24	47	TRO team staff costs
Premises / TRO Maintenance cost	329	243	190	53	285	228	57	208	R&M budget (seasonal: small expenditure anticipated)
Transport costs (running costs)	54	18	27	(10)	36	33	3	28	Fuel, public transport etc
Supplies & Services	437	345	542	(197)	440	651	(211)	580	General expenditure; includes ParkSafe car IT & TRO costs
Third Party Payments	13	6	48	(42)	15	57	(42)	56	Chipside and TEC bureau costs
	2,914	2,473	2,739	(266)	3,010	3,287	(277)	3,044	In Year Service expenditure total
<b>Income</b>									
Penalty Charges (PCNs)	(1,313)	(1,420)	(1,725)	305	(2,246)	(2,245)	(1)	(2,295)	£146k adj from Gov. £101k PS/PSS. £280k debtor.
Fines (Blue Badge/Permits)	0	0	(32)	32	0	(38)	38	(30)	Advertising post in reorg.
Parking Permits/Season Tickets	(641)	(773)	(759)	(14)	(904)	(911)	7	(861)	Visitor Permits - includes new areas (last fee increase 2020)
Parking Charges (P&D etc)	(181)	(233)	(294)	60	(292)	(353)	61	(280)	Pay & Display. Still behind due to pandemic
Other income	(18)	(24)	(23)	(2)	(27)	(26)	(1)	(23)	Misc - other works undertaken - billed at end of work
	(2,153)	(2,451)	(2,832)	381	(3,470)	(3,573)	104	(3,489)	In Year Service income total
<b>Total Direct Costs</b>	761	22	(93)	115	(460)	(286)	(173)	(445)	In Year Service net expenditure
<b>Total Non-direct Costs</b>	458	471	471	0	471	471	0	445	Corporate costs added (see table)
<b>Sub total (in year operation)</b>	1,219	493	378	115	11	185	(173)	0	Red is surplus = to be added to reserve (£185k drawn at start of year)
	(847)				In Year Outturn	Base Budget	In Year Swing		
from Reserve	372								





# North Essex Parking Partnership

Meeting Date:	17 <sup>th</sup> March 2022 (deferred from 9 <sup>th</sup> December 2021)
Title:	Permit and Pay to Park Prices to end of 2021/22 and proposed strategy for 2022/23
Author:	Richard Walker, Group Manager / Lou Belgrove, Business Manager
Presented by:	Richard Walker / Lou Belgrove

The report sets out recommendations for changes to some permit prices and on-street pay to park tariffs, across all districts to the end of this financial year and beyond.

## 1. Recommended Decisions

- 1.1. To approve changes to some permit prices to the end of 2021/2022 and the current NEPP Agreement.
- 1.2. To approve changes to some permit prices for the financial year 2022/23 under the new NEPP Agreement.
- 1.3. To note that changes to pay to park prices across NEPP Districts to the end of 2021/22 and beyond following the previous delegation of powers to officers to vary the on-street prices in pay to park areas at any other time in order to maintain at least parity with off-street areas.

## 2. Reasons for Recommended Decisions

- 2.1. NEPP set out in 2011 to harmonise prices across the Partnership as far as practicable to ensure income levels covered running costs with a commitment to review prices in 2020 for the remainder of the Agreement.
- 2.2. Following the outbreak of Covid-19 and the enforced National Government lockdown, all permits (and season tickets) issued by NEPP were automatically extended to cover a period of three months from the date of expiry.
- 2.3. The extension to permits was applied to ensure residents did not suffer any financial loss in permit cover already paid for.
- 2.4. Subsequently the above permit prices were not reviewed as planned.
- 2.5. The rationale for reviewing permit prices is to ensure any inflationary or increased costs of patrolling and maintaining the schemes are covered over the remaining term of the Agreement.
- 2.6. The report sets out a plan for permit prices for parking management services, for good governance, and to assist in the setting of a balanced budget to ensure the future running of the service which in turn covers the base cost of providing resident permit area patrols.

## 3. Alternative Options

- 3.1. There is an option of 'do nothing' which, based on current income recovery levels would cover the costs of the operation as it stands, but does run the risk of a deficit situation as further schemes continue to be introduced.

- 3.2. Whilst more schemes attract further income through permit sales, they also attract additional patrol costs including: inflation, transaction fees, salary, and energy costs and the “do nothing” approach may not support this.

#### **4. Supporting Information**

##### **Resident Permits**

- 4.1. Permit pricing consists of two parts:
- i) the base cost to cover the patrols by CEOs, the cost of making and mapping the regulations and maintaining the system, which is the same across all areas,
  - ii) and a further value relating to the differing competition for kerbside parking space due to the varying levels of housing density and car ownership in each district and the associated social value attached to this.
- 4.2. NEPP agreed in previous Business Plans that increases to Resident Parking Permits should cover the costs of the service, with a plan to bring these into line as far as possible (given socio-demographic differences between local areas) in line with previous ECC guidance on permit pricing.
- 4.3. In March 2018, Members agreed a future plan of charges over coming years (up until 2020) both in the interests of transparency so that residents requesting a new scheme would be able to see the charges, and also to enable service planning.
- 4.4. The preceding permit prices were agreed in the 2015 Development Plan which ran to 2018, which was the extent of the Agreement at that time; the Agreement was extended to 2022 and now continues to 2027.
- 4.5. The previously agreed plan has now been carried through to its conclusion and as agreed with Members at the 2018 meeting, a review to set out prices for 2020 onwards would be submitted, however, with the outbreak of Covid-19 and the subsequent extension of residential permits, permit prices were not reviewed and remained static at the 2020 prices.
- 4.6. In the meantime, costs have increased particularly around fuel, and we need to keep the price of Resident Permits moving to cover costs of the service and a small increase to the price of VPS would bring the budget back on track and ensures this part of the Service operates on a cost neutral basis.
- 4.7. Considerable savings were made originally in the efficiency of operational delivery via MiPermit (approx. £48k p.a. savings were made on its introduction), especially in the cost of delivering online visitor permits, and there had been no change to these prices for a considerable time; the only change again is in the operational patrol costs.
- 4.8. Pending any further technical innovations with the scheme which could impact pricing structure in future (either up or down), details of the previously agreed Resident Parking price plan are shown in Appendix A to this report.

##### **Kerbside Paid Parking**

- 4.9. Parking Management, especially at the kerbside, aims to reduce congestion, helping drivers find spaces quickly and easily. Park to Park bays on the street are not designed for long-term parking but the prices set at a point to encourage the use of car parks.
- 4.10. Members have previously agreed to delegate powers to officers allowing for timely variation of the on-street prices in pay to park areas in order to maintain at least parity with car parks in the relevant areas.

## **5. Proposals – Financial implications**

- 5.1. In order to cover the true and full costs of patrols, previously, NEPP has set out a strategy to harmonise resident parking prices by increasing the base permit charge until all costs of the scheme are covered (note, this was not an inflationary increase, but a move to continue to cover all existing costs).
- 5.2. As of 2019/20, the cost of the scheme is being adequately covered by the current level of permit pricing, resulting in a proposal to keep the price of the *first* permit static to 2022.
- 5.3. *Second* and *Third* Resident Permits will remain available (albeit a Third permit is only available with Officer's discretion) and will continue to have an increased premium over that of the First Permit. (see point 6.1 and Appendix C)
- 5.4. Visitor Permits will continue to be available with MiPermit digital permits being the main focus. A small stock of paper books is still available (at a premium) but will not be replenished once the stock diminishes.
- 5.5. Other permits such as Carers Permits and Business Permits will remain available and we are actively working to make it easier for carers to park in and around resident parking areas on yellow lines where safe to do so, in a similar vein to Disabled Badge holders.
- 5.6. The permit prices will be kept under review, especially in light of new technology. Prices may later be reviewed if new technology allows for efficiency savings to be made. This is particularly relevant where permits are converted to the virtual system and patrolling is made more efficient by using automatic number plate recognition.
- 5.7. Another source of income is from On-Street Pay & Display areas, where a fee to park is set at a level to encourage space availability for short stays, primarily in support of nearby businesses and to regulate all-day use of kerb space by supporting use of nearby off-street car parks for longer stays.
- 5.8. Increases to Pay to Park ("Pay & Display") areas will be set by Officers to match near-by car parks and are included in Appendix B to this report.
- 5.9. Any income which is surplus to the operating costs can only be used for the purposes set out in s.55 of the Act. The service sets out to operate within a balanced budget.

## **6. Environmental considerations**

- 6.1. The increased cost for both second and third permits is set at a level to act as a deterrent against the introduction of additional vehicles in areas which are already at capacity. Demand for kerbside parking continues to rise and consideration has to be given to the environmental impact that this may have.
- 6.2. Third Permits will remain discretionary and will also be at a significant premium. Officers will give special consideration to narrow, crowded streets where parking is already difficult (including Colchester which has opted out of a Third Permit because of the lack of space) or where there are local socio-demographic or geographic reasons to consider.
- 6.3. An increased premium is applied to paper visitor permits due to the environmental impact paper products can have over that of the digital alternative. Digital visitor permits are available on the MiPermit platform and are accessible 24/7.
- 6.4. In addition to these measures, it is proposed in future to introduce Electric Vehicle Charging Point Charges, however none are presently implemented on-street.
- 6.5. Future consideration will also be given to discounted permit prices for Electric Vehicles.

## Appendix A:

Table of Prices - Agreed pricing strategy to end of 2021, proposed strategy for 2022/23				
<b>Braintree Area</b>				
Scale of Existing Charges	2019	2020-21	2022	2023
Resident Permit	£53.00	£55.00	£55.00	£55.00
Second Resident Permit (where available)	£75.00	£80.00	£85.00	£90.00
Third Resident Permit	By discretion only on application		£110.00	£120.00
<b>Colchester Area</b>				
Scale of Existing Charges	2019	2020-21	2022	2023
Resident Permit	£67.00	£68.00	£68.00	£68.00
Second Resident Permit (where available)	£83.00	£85.00	£88.00	£90.00
Third Resident Permit	Not available in Colchester Area			
Business Permit - Annual	£ 450.00	£ 460.00	£ 470.00	£ 480.00
Business Permit - 3 months	£ 114.00	£ 118.00	£ 120.00	£ 122.00
Dedham Exemption Certificate (15 issued)	£ 25.00	£ 25.00	£ 25.00	£ 25.00
Colchester & Tendring Womens Aid (9 issued)	£ 105.00	£ 105.00	£ 105.00	£ 105.00
Colchester High School (42 issued)	£ 34.00	£ 35.00	£ 35.00	£ 38.00
Hamilton School (35 issued)	£ 105.00	£ 105.00	£ 105.00	£ 105.00
Kingswode Hoe School (10 issued)	£ 105.00	£ 105.00	£ 105.00	£ 105.00
Walsingham Road resident season ticket - Yearly (2 iss.)	£ 204.00	£ 206.00	£ 208.00	£ 210.00
Walsingham Road resident season ticket – 6 months	£ 102.00	£ 103.00	£ 104.00	£ 105.00
<b>Harlow Area</b>				
Scale of Existing Charges	2019	2020-21	2022	2023
Resident Permit	£42.00	£43.00	£43.00	£43.00
Second Resident Permit (where available)	£85.00	£90.00	£90.00	£95.00
Third Resident Permit	By discretion only on application		£120.00	£130.00
<b>Tendring Area</b>				
Scale of Existing Charges	2019	2020-21	2022	2023
Resident Permit	£60.00	£63.00	£63.00	£63.00
Second Resident Permit (where available)	£75.00	£80.00	£85.00	£90.00
Third Resident Permit	By discretion only on application		£100.00	£110.00
<b>Uttlesford Area</b>				
Scale of Existing Charges	2019	2020-21	2022	2023
Resident Permit	£70.00	£70.00	£70.00	£70.00
Second Resident Permit (where available)	£103.00	£102.00	£103.00	£105.00
Third Resident Permit	By discretion only on application		£170.00	£180.00
<b>Epping Forest Area</b>				
Scale of Existing Charges	2019	2020-21	2022	2023
Resident Permit	£53.00	£55.00	£55.00	£55.00
Second Resident Permit (where available)	£83.00	£85.00	£88.00	£90.00
Third Resident Permit	By discretion only on application		£170.00	£180.00
<b>All areas where available</b>				
	2019	2020-21	2022	2023
Visitor Permits pack of 10 (paper permits) up to 24hr	£ 20.00	£ 20.00	£ 25.00	£ 30.00
Visitor Permits - MiPermit (digital system) 24-hour	£ 11.00	£ 11.50	£ 12.00	£ 12.50
Visitor Permits - MiPermit (digital only) 6-hour	£ 6.00	£ 6.00	£ 6.00	£ 6.00
Trader's Permit (annual) - valid all areas of NEPP	£ 250.00	£ 230.00	£ 220.00	£ 210.00
Discretionary permit(s) (subject to conditions) (eg Carer)	£ 30.00	£ 30.00	£ 30.00	£ 30.00
Replacement for lost or stolen permit	£ 22.00	£ 23.00	£ 24.00	£ 25.00
Dispensation/Suspension Permit – First Day	£ 23.00	£ 24.00	£ 25.00	£ 25.00
Dispensation/Suspension - other days (up to 7 days)	£ 11.00	£ 11.50	£ 12.00	£ 12.50

Agreed pricing strategy to 2018 agreed by Joint Committee 26.06.2014 (Minute 9 refers);  
Prices to 2021 agreed at JPC Mar 2018 (Minute 34).

## Appendix B:

Parking Order:	Colchester				
Scale of Existing Charges	2018	2019	2020-21	2022*	2023*
<b>Station Road - Marks Tey</b>					
Up to 4 hours	£2.00	£2.10	£2.20	£2.30	£2.40
Up to 1800 hours	£4.00	£4.10	£4.20	£4.30	£4.40

\* TBC by Client Officers

Parking Order:	Epping				
Scale of Existing Charges	2018	2019	2020-21	2022*	2023*
<b>Queens Road - Buckhurst Hill</b>					
Up to 30 mins	£0.10	£0.20	£0.20	£0.30	£0.40
Up to 1 hour	£0.65	£0.75	£0.90	£1.00	£1.10
Up to 2 hours	£1.30	£1.40	£1.80	£2.00	£2.20
<b>Albany Court - Epping</b>					
Up to 2 hours	-	-	£1.80	£2.00	£2.20
Over 2 hours up to 4pm	-	-	£6.00	£6.00	£6.10
<b>Bakers Lane - Epping</b>					
Up to 2 hours	-	-	£1.80	£2.00	£2.20
Over 2 hours up to 4pm	-	-	£6.00	£6.00	£6.10
<b>Regent Road - Epping</b>					
Up to 2 hours	-	-	£1.80	£2.00	£2.20
Over 2 hours up to 4pm	-	-	£6.00	£6.00	£6.10
<b>Epping New Road - Epping</b>					
Up to 2 hours	-	-	£1.80	£2.00	£2.20
Over 2 hours up to 4pm	-	-	£3.80	£3.90	£4.00
<b>High Road - Loughton</b>					
Up to 30 mins	£0.20	£0.30	£0.40	£0.50	£0.60
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20
<b>Rectory Lane - Loughton</b>					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20
Over 2 hours up to 6pm	£3.80	£3.90	£5.00	£5.10	£5.20
<b>Oakwood Hill - Loughton</b>					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20
Over 2 hours up to 6.30pm	£3.80	£3.90	£5.00	£5.10	£5.20
<b>Ladyfields - Loughton</b>					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20
Over 2 hours up to 4pm	£3.80	£3.90	£5.00	£5.10	£5.20
<b>Kings Green - Loughton</b>					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30
<b>Lenthall Road - Loughton</b>					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30
Up to 2 hours	£1.80	£1.90	£2.00	£2.10	£2.20
Over 2 hours up to 6.30pm	£3.80	£3.90	£5.00	£5.10	£5.20
<b>Connaught Avenue - Loughton</b>					
Up to 2 hours	-	-	£1.80	£2.00	£2.20
Over 2 hours up to 6.30pm	-	-	£3.80	£4.00	£4.10
<b>Staples Road - Loughton</b>					
Up to 3 hours	-	-	£3.00	£3.10	£3.20
Up to 4 hours	-	-	£4.00	£4.10	£4.20
Up to 5 Hours	-	-	£5.00	£5.10	£5.20
Up to 4pm	-	-	£10.00	£10.50	£11.00
<b>Traps Hill - Loughton</b>					
Up to 1 hour			£0.90	£1.00	£1.10
Up to 2 hours			£1.80	£2.00	£2.20
Up to 3 hours	-	-	£3.00	£3.10	£3.20
Up to 4 hours	-	-	£4.00	£4.10	£4.20
Up to 5 Hours	-	-	£5.00	£5.10	£5.20
Up to 4pm	-	-	£6.00	£6.10	£6.20

\* TBC by Client Officers

Parking Order:	Tendring				
Scale of Existing Charges	2018	2019	2020-21	2022	2023
<b>Harwich Quay</b>					
Up to an hour	£1.00				
Up to 2 hours	£2.20	Agreed to match tariff set by TDC in adjacent bays to avoid customer confusion			
Up to 4 hours	£3.50				
Over 4 hours	£5.00				

Parking Order:	Uttlesford				
Scale of Existing Charges	2018	2019	2020-21	2022	2023
<b>Abbey Lane, Castle Street, East Street etc - Saffron Walden</b>					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30

\* TBC by Client Officers

## Appendix C:

	Braintree	Colchester	Epping Forest	Harlow	Tendring	Uttlesford
Current cost of Third permit - 2020-21	£105.00	N/A	£160.00	£120.00	£105.00	£157.50



# North Essex Parking Partnership

Meeting Date: 17 March 2022

Title: NEPP Surplus Fund – Project Progress and Fund Reallocation

Author: Jason Butcher, NEPP Parking Project Manager

Presented by: Jason Butcher and Richard Walker

This report requests the Committee note the progress of NEPP surplus fund projects and the approach for utilising any previously committed project funds.

## 1. Recommended Decision(s)

- 1.1. The Committee is asked to note the programmed and unprogrammed project summary tables in Appendix A.
- 1.2. The Committee is asked to note the withdrawal of all Epping Forest District Council (EFDC) projects, following discussions with local Officers.
- 1.3. The Committee is asked to consider and approve the proposed use of the EFDC project funds for NEPP fleet transition to electric vehicles (EVs), necessary infrastructure or to support the delivery of existing projects.

## 2. Reasons for Recommended Decision(s)

- 2.1. To ensure the effective delivery of previously 'Approved' projects and those with key service priority.
- 2.2. EFDC officers no longer wish to pursue a Parking Strategy and the Traffic Regulation Order long list has reduced significantly meaning that funding is no longer required to support these projects.
- 2.3. Significant financial investment is required to replace current petrol and diesel fleet vehicles with suitable electric alternatives – estimated £25-35,000 per vehicle.
- 2.4. Projects such as the Park Safe Schools and Bay Sensor projects may require additional funds to support their future expansion.

## 3. Supporting Information

- 3.1. Members approved funding for 18 projects at the January 2020 Joint Committee meeting.

- 3.2. Projects continue to be delivered where service and partner authority priorities have been identified and these are highlighted in Appendix A.
- 3.3. Projects already delivered and reported to Members are not included in Appendix A.
- 3.4. Several projects have already been withdrawn and reported to Members since January 2020.

#### **4. Environmental**

- 4.1. Colchester Borough Council have committed to achieving net zero emissions by 2030 and as it is the lead authority for the Partnership, the NEPP operation should also aim to achieve this target.
- 4.2. Five electric vehicles (EVs) have been purchased for use as Park Safe enforcement vehicles and Engineering Team vans and are expected to be operational in March 2022.

#### **5. Financial**

- 5.1. It is recommended that the £100,000 assigned for the proposed EFDC projects be reallocated to support the fleet transition to EVs in 2022.
- 5.2. These funds may also need to support EV charging infrastructure at operational bases, although 10 charging points have been installed in St Johns Car Park, Colchester to serve this purpose for the East Operational teams.
- 5.3. Significant capital (for purchase) or revenue funds (for leasing) would need to be found elsewhere to support this transition were this not to be approved and this may still be a requirement subject to the availability of surplus funds in future years.
- 5.4. A number of the current NEPP fleet are at the end of their lease term in 2023 with the rest of the ageing fleet owned, so replacement vehicles would be required in any case within the next 12-18 months.
- 5.5. Demonstration vehicles have been trialled by the NEPP teams to ensure suitability, leading to a refined specification – this has resulted in the Renault Zoe/Renault Zoe Van being identified as the most suitable vehicle for our requirements based on the current vehicles available.
- 5.6. A summary of the potential 'life-cost' savings based on the purchase of new electric versus Petrol/Diesel alternatives has been included in Appendix B.
- 5.7. To maximise the benefit of the reduced fuel and maintenance costs that EVs offer, throughout the new Partnership contract, and considering the non-financial benefits that can also follow, it is prudent to progressively replace the fleet.

#### **6. Publicity**

- 6.1. Due to the visibility of NEPPs fleet, the transition to EVs is vitally important both for the environmental benefits and to satisfy the scrutiny that we are likely otherwise to be subject to.

6.2. Setting a good example will demonstrate NEPPs commitment to helping deal with the climate emergency and could encourage EV uptake for residents and visitors.

## 7. Standard References

7.1. Other than set out above, there are no particular references to Covid-19; Development Plan; publicity or consultation considerations; or equality, diversity and human rights; community safety; health and safety; risk management implications or Benefit to ECC.

### Appendix A

<b>Programmed Surplus Fund Projects</b>				
<b>Project Ref.</b>	<b>Project Name</b>	<b>Estimated Delivery</b>	<b>Estimated Budget</b>	<b>Costs Committed</b>
19/04/NEPP	<b>Park Safe Schools</b> (formerly SEA Parksafe)	Completed	£80,000	£70,000
19/03/NEPP 19/06/NEPP	<b>Data-led Enforcement</b> (Combining the formerly named Parkius Trial and Command Centre projects)	Ongoing	£90,000	£100,000
19/02/NEPP	<b>Parking Bay Sensors</b>	Ongoing through 2021-22	£150,000	£8,500
<b>Total</b>			<b>£320,000</b>	<b>£178,500</b>

<b>Un-programmed Projects</b>			
<b>Project Ref.</b>	<b>Project Name</b>	<b>Estimated Delivery</b>	<b>Estimated Budget</b>
19/01/NEPP	<b>Directional Signage</b>	As required	£30,000
19/05/NEPP	<b>Commuter Parking Reviews</b>	As required	£50,000
21/01/UDC	<b>Uttlesford Parking Review and Strategy</b>	TBC	£80,000
19/01/TDC	<b>Town Centre Reviews</b>	TBC	£50,000
19/02/TDC	<b>Additional TDC Schemes</b>	TBC	£25,000
<b>Total</b>			<b>£235,000</b>

## NEPP Car

	Combustion Vehicle (Car) – Ford Focus	Total Cost for Ford Focus (8 Years)	Electric Vehicle (Car) - Renault Zoe	Total Cost for Renault Zoe Car (8 Years)
Cost to Purchase (Excluding VAT)	£14,225	£14,225	£23,837	£23,837
Maintenance Cost (Per Month)	£155	£14,880	£61.11	£5,867
Average Fuel Cost (Litre/Kw)	£1.30	£15,512	£0.16	£6,856
Average Mileage (Monthly)	1545	148,320	1545	148,320
Road Tax (Yearly)	£180	£1,440	£0	£0
Total Cost per Vehicle (8 Years)		<b>£46,057</b>		<b>£36,560</b>

## NEPP Van

	Combustion Vehicle (Van) – Citroen Berlingo	Total Cost for Citroen Berlingo Van (8 Years)	Electric Vehicle (Van) - Renault Zoe Van	Total Cost for Renault Zoe Van (8 Years)
Cost to Purchase (Excluding VAT)	£20,120	£20,120	£24,390	£24,390
Maintenance Cost (Per Month)	350.08	£33,608	£61.11	£5,867
Average Fuel Cost (Litre/Kw)	£1.30	£20,080	£0.16	£8,875
Average Mileage (Monthly)	2000 (Estimate)	192,000	2000 (Estimate)	192,000
Road Tax (Yearly)	£220	£1,760	£0	£0
Total Cost per Vehicle (8 Years)		<b>£75,568</b>		<b>£39,132</b>



# North Essex Parking Partnership

Meeting Date: 17<sup>th</sup> March 2022

Title: Park Safe Car Update

Authors: Richard Walker, Group Manager &  
Jake England, Data Led Services Manager

Presented by: Jake England

The report sets out recommendations for changes to the way the Park Safe CCTV Cars operate, where they are deployed and to note the upgrade to EV.

## **1. Recommended Decisions Required**

- 1.1. To note the addition of two new Park Safe cars (CCTV camera cars) and the imminent upgrades enabling patrols of permit parking areas, scheduled for delivery in April 2022, along with other upgrades in the forward plan.
- 1.2. To decide to deploy the Park Safe cars in all six North Essex districts.

## **2. Reasons for Recommended Decisions**

- 2.1. To deliver a more effective and efficient service to stakeholders, by using innovative technology to digitise and automate certain enforcement practices and free up finite human resource for alternative deployment.
- 2.2. To deliver a fair, consistent, and value-for-money service across the full Partnership area for all stakeholders.

## **3. Background**

- 3.1. The Park Safe car can currently patrol school clearway, bus stop clearway, red route, and cycle lane parking restrictions in five of the six North Essex districts.
- 3.2. NEPP Officers have been working in partnership with suppliers to develop the CCTV camera system used by the Park Safe car and connect it to other systems used at NEPP. These improvements and integrations can be used to help deliver more services, collect more data than previously, and become an integral part of making efficiencies in our operational service, as opposed to a 'bolt on' for a particular part of the operation.

## **4. Permit Parking Areas**

- 4.1. The two new Park Safe cars, due to be delivered in April 2022, will have a new CCTV camera system installed, enabling the technology to be used to improve patrols of permit parking areas.
- 4.2. The systems will capture the vehicle registration marks of vehicles parked in permit parking areas, cross-reference them with the digital permit records for that area, and notify NEPP staff

of any vehicles parked without a permit and their location. Staff can then be deployed to the location to investigate the report and, if necessary, enforce as normal under the regulations.

- 4.3. The data captured can be used to help understand compliance of specific permit parking areas and allow for more pro-active deployment in future.

## **5. Further Upgrades and Efficiencies in the Forward Plan**

- 5.1. Further upgrades in the forward plan for the CCTV camera system used in the Park Safe cars include, but may not be limited to:

- a) Widening the permit parking area function to include other parking restrictions, by cross-referencing vehicle location details with digital traffic regulation order records for that area and notify staff of any vehicles parked in locations where they might not be permitted.
- b) Utilising the surveying function to gather data which can support the processing of traffic regulation order applications.

- 5.2. Additional operational efficiencies can also be achieved through cross-analysis of data generated by the Park Safe cars against other NEPP data sources, such as Civil Enforcement Officer patrol and Penalty Charge Notices, smart bay sensors, permit/season tickets, and pay and display data, to identify opportunities for educated, proactive deployment and harmonised operations, offering a modern parking management environment.

## **6. Environmental considerations**

- 6.1. A change to EV cars to support the Park Safe service will reduce the amount of NO<sub>x</sub> and CO<sub>2</sub> emitted at the tailpipe.

## **7. Financial Implications**

- 7.1. The purchase of the two EVs to supplement the service has been funded from the NEPP Reserve; as an operational issue, this was noted in a report to Members at the October 2021 Meeting at Braintree.

## **8. Benefits to Essex County Council**

- 8.1. These changes will start to bring some of the data-led and technical innovation efficiency which has been a feature in securing the new Agreement.



# North Essex Parking Partnership

Meeting Date: 17 March 2022  
Title: **Forward Plan 2021-2022**  
Author: Owen Howell – Democratic Services, Colchester Borough Council  
Presented by: Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2021-22 Forward Plan of meetings for the North Essex Parking Partnership.

## 1. Recommended Decision(s)

- 1.1 To note and approve the North Essex Parking Partnership Forward Plan for 2021-22.
- 1.2 To note and approve the scheduling of proposed dates for the North Essex Parking Partnership's successor Joint Committee (if such a joint committee is agreed and formed), as listed at 5.1.

## 2. Reasons for Recommended Decision(s)

- 2.1 The forward plan for the North Essex Parking Partnership Joint Committee is submitted to each Joint Committee meeting to provide its members with an update of the items scheduled to be on the agenda at each meeting.

## 3. Supporting Information

- 3.1 The Forward Plan is reviewed regularly to provide an update on those items that need to be included on future agendas and incorporate requests from Joint Committee members on issues that they wish to be discussed.

## 4. Meeting venues for 2021-22

- 4.1 The revolving hosting of Joint Committee meetings by the Partnership local authorities, and the cancellation of the meeting that was scheduled for 9 December 2021, means that this meeting is to be hosted by Tendring District Council with the Annual Meeting [23 June 2022] to be held at Colchester Town Hall. The subsequent meeting is then to be hosted by Harlow District Council on 27 October 2022. Hosting authorities will abide by any health and safety measures required by law at the time they are held.

## **5. Meeting Dates for 2022-23**

5.1 The following dates are proposed for the Joint Committee to meet in 2022-23:

- 27 October 2022
- 8 December 2022
- 16 March 2023
- 22 June 2023

## **6. Appendices**

6.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2021-22.

**NORTH ESSEX PARKING PARTNERSHIP (NEPP)  
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2021-22**

<b>COMMITTEE / WORKING GROUP</b>	<b>CLIENT OFFICER MEETING</b>	<b>JOINT COMMITTEE MEETING</b>	<b>MAIN AGENDA REPORTS</b>	<b>AUTHOR</b>
<b>Joint Committee for On Street Parking</b>	3 June 2021,  Microsoft Teams - online	24 June 2021 1.00pm,  Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit  Annual Review of Risk Management  NEPP Financial Update  NEPP Annual Report Data  Forward Plan '21/22	Hayley McGrath (CBC)  Hayley McGrath (CBC)  Lou Belgrove (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	7 October 2021,  Microsoft Teams - online.	28 October 2021 1.00pm,  Venue: Braintree District Council, Causeway House, Bocking End, Braintree, CM7 9HB	Technical report and Traffic Order Scheme Prioritisation  Financial Report  Annual Report  New NEPP Agreement  Obstructive Parking Update  Forward Plan '21/22	Trevor Degville (PP)  Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>  <b>MEETING CANCELLED</b>	18 November 2021,  Microsoft Teams - online	9 December 2021 1.00pm,  Venue: Council Chamber, Tendring District Council Offices	NEPP Financial Update  Parking Pricing Structure  Use of Reserves  Obstructive Parking Update  Forward Plan '21/22 and' 22/23 Dates	Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
<b>Joint Committee for On Street Parking</b>	24 February 2022,  Microsoft Teams - online	17 March 2022 1.00pm,  Venue: Tendring District Council, Town Hall, Clacton	Parking Pricing Structure  Use of Reserves  Finance Update and 2022/23 Budget  Park Safe Car update  Obstructive Parking Update  Forward Plan '21/22 and meeting dates '22-23	Lou Belgrove (PP)  Jason Butcher (PP)  Richard Walker (PP)/ Lou Belgrove (PP)  Jake England (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	2 June 2022,  Microsoft Teams - online	23 June 2022 1.00pm,  Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit  Annual Review of Risk Management  NEPP Financial Update  NEPP Annual Report Data  Obstructive Parking Update  Forward Plan '22/23	Hayley McGrath (CBC)  Hayley McGrath (CBC)  Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)

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

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