



North Essex Parking Partnership

Joint Committee On-Street Parking

Council Chamber
Epping Forest District Council
323 High Street Epping
CM16 4BZ

21 December 2023 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: <https://north.parkingpartnership.org/joint-committee/>.
- Occasionally certain issues, for instance commercially sensitive information or details concerning an individual, must be considered in private. When this is the case an announcement will be made, the live broadcast will end, and the meeting will be moved to consider the matter in private.

Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. For online/hybrid meetings of the Joint Committee, a written contribution of no longer than 500 words may be submitted to democratic.services@colchester.gov.uk, before noon on the working day before the meeting date.
- 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

If you wish to address the Joint Committee directly, or 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 2022.

Members are reminded to abide by the terms of the legal agreement: “The North Essex Parking Partnership Joint Committee Agreement 2022 ‘A combined parking service for North Essex’ ” and in particular sections 32 and 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 21 December 2023. Meeting to be held at
Council Chamber, Epping Forest District Council,
323 High Street, Epping CM16 4BZ

Attendees

Executive Members:-

Cllr Mick Barry (Tendring)
Cllr Graham Butland (Braintree)
Cllr Martin Goss (Colchester)
Cllr Neil Hargreaves (Uttlesford)
Cllr Sam Kane (Epping Forest)
Cllr Dan Land (Essex) [**Chairman**]
Cllr Nicky Purse (Harlow)

Agenda

Officers:-

Jason Butcher (Parking Partnership)
Jake England (Parking Partnership)
Jo Heynes (Essex County Council)
Amelia Hoke (Epping Forest)
Owen Howell (Colchester City Council)
Mike Kelly (Harlow)
Angela Knight (Uttlesford)
Andrew Nepean (Tendring)
Samir Pandya (Braintree)
Mel Rundle (Colchester)
Richard Walker (Parking Partnership)
Danielle Wood (Parking Partnership)

Introduced by Page

1. Welcome & Introductions

2. Apologies and Substitutions

3. Declarations of Interest

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

4. Have Your Say

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

5. Minutes

To approve as a correct record the draft minutes of the Joint Committee meeting held on 9 November 2023.

7-12

6. Urgent Items

The Joint Committee will consider any urgent items of business raised.

Continues overleaf

North Essex Parking Partnership

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|-----|--|-----------------------|--------------|
| 7. | Financial Report and Business Plan
This report updates Members on the North Essex Parking Partnership's finances and asks Members to decide the NEPP Business Plan for 2024/25. | Richard Walker | 13-22 |
| 8. | Traffic Regulation Order Update and Application Decision Report
A report seeking to approve, defer or reject traffic regulation order proposals from the list of applications that have been received, and to note the work of the Technical Team during 2023. | Jason Butcher | 23-38 |
| 9. | Introducing Additional On-Street Paid parking sites
To consider approving the advertising of a number of paid parking sites across the Partnership area; the treatment of income from these sites; setting the tariff for all Partnership sites including these new sites with a mechanism for annual reviews; providing alternative governance options; reviewing Resident Parking and other fees by inflation annually; and delegating the making of the required Orders to the Chair and Head of Service. | Jason Butcher | 39-48 |
| 10. | Obstructive Parking
Verbal update on the situation regarding potential future changes relating to obstructive/pavement parking. | Richard Walker | N/A |
| 11. | Forward Plan 2023-24
To note the North Essex Parking Partnership Forward Plan for 2023-24. | Owen Howell | 49-54 |

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

**9 November 2023 at 1.00pm
Committee Room, Town Hall, Station Road
Clacton-On-Sea CO15 9SH.**

Members Present:

Councillor Mick Barry (Tendring District Council)
Councillor Tom Cunningham (Braintree District Council)
Councillor Goss (Colchester Borough Council)
Councillor Neil Hargreaves (Uttlesford District Council)
Councillor Dan Land (Essex County Council) [Chairman]
Councillor Nicky Purse (Harlow District Council)

Substitutions:

There were no substitutions at the meeting.

Apologies:

Apologies received from Councillor Sam Kane (Epping Forest District Council).

Also Present:

Richard Barrett (Tendring District Council)
Jason Butcher (Parking Partnership)
Richard Clifford (Colchester City Council)
Jake England (Parking Partnership)
Councillor Alan Goggin (Tendring District Council)
Chris Hartgrove (Colchester City Council) [Attended remotely via Zoom]
Amelia Hoke (Epping Forest District Council)
Owen Howell (Colchester City Council)
Dean James (Harlow District Council)
Michael Kelly (Harlow District Council)
Angela Knight (Uttlesford District Council) [Attended remotely via Zoom]
Hayley McGrath (Colchester City Council)
Andrew Nepean (Tendring District Council)
Samir Pandya (Braintree District Council)
Mel Rundle (Colchester City Council)
Richard Walker (Parking Partnership)

156. Minutes

A member of the Joint Committee noted that the minutes held a record of actions requested by the Joint Committee, and that these needed following up on, to ensure that they were completed.

RESOLVED that the minutes of the meeting held on 22 June 2023 be approved as an accurate record.

157. Financial Report

The Chairman informed the Joint Committee that the Financial Report would be considered before the Traffic Regulation Report which preceded it on the agenda for this meeting.

Richard Walker, Group Manager, summarised the challenging year being experienced, and the improvement in Penalty Charge Notice [PCN] income base compared to the previous year. The issuing of PCNs represented the biggest cost and income stream for the NEPP. Other income streams were from fees and charges, and from on-street pay and display.

Recruitment had been a struggle, but this had improved, including recruitment to Civil Enforcement Officer [CEO] positions. Some posts had remained unfilled, and a vacancy saving realised.

A rescue plan was being put in place to remedy the budget deficit and to rebuild the NEPP's reserves. The details were reviewed with all Client Officers, with projections that the NEPP would reach year end on budget. This assumed a four percent rise in the total cost of salaries for the year. Client Officers had requested a 'worst case' scenario to be given. This was the reason for the laying out of the impact should the salary bill increase by four percent, seven percent and eleven percent. An increase in the total salary cost of eleven percent was predicted to cause a deficit of £160k for the NEPP.

The Group Manager referenced questions and concerns about the NEPP Agreement, giving his view that Appendix E dealt with matters of financial performance and activities in retrospect, whilst Appendix F looked forward into actions in future years, such as the cessation of discretionary Traffic Regulation Order [TRO] works in the event of a budget deficit developing. The Group Manager stated that the Agreement dictated that, as soon as a budget deficit was encountered, this should be reported to the next meeting of the Joint Committee, which would officially be this meeting. Then plans would need to be presented to the following quarter's meeting, to lay out how the partner authorities in deficit would act to return the NEPP to a balanced budget. Then the plans would be put into action and would have twelve months to be carried out. Formal legal guidance and interpretation of the Agreement's content on this was being sought.

The Group Manager was asked who held the position of Treasurer for the NEPP,

as referred to within the NEPP Agreement. The Group Manager surmised that the Treasurer role was carried out by the Section 151 Officer for Colchester City Council, the Lead Authority. Chris Hartgrove, Deputy Head of Finance and Deputy Section 151 Officer for Colchester City Council, agreed to get clarification, stating that it was reasonable to assume that he would be Deputy Treasurer to the NEPP. The Deputy Head of Finance also agreed to get answers regarding the process for signing off the NEPP accounts and would confirm these with the partners. A member of the Joint Committee expressed surprise that there was not certainty regarding the role of Treasurer, and concern that questions put to the Lead Authority's Section 151 Officer had not been answered. The current financial position was described by the Joint Committee member as being difficult and unsustainable, with a lack of information being given on the finances and accounting.

Richard Barrett, Section 151 Officer to Tendring District Council, stated that information was needed to enable informed decision making. Questions about the finances and NEPP Agreement included questions as to how the NEPP and its partners discharged their functions, with partners needing to decide what funding to set. The Group Manager and Colchester's Deputy Head of Finance were asked to confirm whether there was confidence in the financial position presented to the Joint Committee. The Chairman gave assurances that every effort would be made to get the required answers to questions.

A Committee member raised the expected budget deficit and reserves situation and requirements, under the NEPP Agreement. The Committee was being asked, at this meeting, to approve further spending on Traffic Regulation Orders [TROs]. The Committee member stated that the NEPP Agreement said that such spending should be halted, if the Partnership were to find itself with a budget deficit, and that the Committee was being asked to decide to authorise such spending. A request was made by the Joint Committee member for the Section 151 Officer of Colchester City Council to release a statement to all Section 151 Officers of the partner authorities, to state that the NEPP was operating outside of the Agreement and to provide information of the effect on NEPP finances and on the expected end-of-year position. The Group Manager agreed that this could be done.

Officers were asked as to when the NEPP accounts had last been audited, as there was no audit statement with the Financial Report. The Deputy Head of Finance and Deputy Section 151 Officer for Colchester City Council suggested that a meeting be held with all relevant Section 151 Officers to give a response to the questions and concerns, and to bring a report to the next meeting [on 21 December 2023]. This would include a discussion on how any deficit would be shared between the local authorities. Regarding auditing, the NEPP had been affected by the sector-wide backlog in external audit work, alongside other local government organisations. The Chairman noted that this was not the first time that concerns had been raised, and pushed for a quick response to give clarity and certainty to the partners.

A Committee member emphasised the importance of clarifying whether the scheduled approval of TROs, due to happen at this meeting, was outside of the

terms of the NEPP Agreement. The Group Manager explained that the cessation of TROs was covered within Appendix F of the NEPP Agreement, talking of new TRO plans, to be designed in the future and covered under future years' business plans, rather than the TROs which had been tabled for decision at this meeting. Uncertainty still applied to these future business plans, as the decision on the pay award for 2023-24 was still outstanding. The Group Manager suggested that it may be prudent not to approve TROs at this stage, as they would have an impact on the NEPP's finances in future years. The TROs under consideration on this agenda had a total value of around £42k, which was not substantial, but was a meaningful amount in regard to the overall level of deficit.

A Committee member disagreed with the Group Manager's interpretation of Appendices E and F to the NEPP Agreement, asking for clarity before any decision be taken on approving new TROs and cautioning that they did not have confidence that the recovery plan would return the NEPP finances to a balanced budget and required level of reserves. The Agreement stated that the NEPP must maintain a set deficit reserve fund level of £400k, which would need to be rebuilt, in addition to eradicating the budget deficit.

Joint Committee members suggested waiting until the JPC meeting of 21 December 2024 to decide whether to approve the TROs recommended for approval by the partner local authorities.

RESOLVED that a meeting be set up for the NEPP partners' Section 151 Officers to meet, to discuss and gain assurances regarding the questions and concerns raised as to the financial position and accounting of the NEPP, and the relevant parts of the NEPP Agreement.

158. Traffic Regulation Order Update and Application Decision Report

Mr Ireland attended the meeting and, with consent from the Chair, addressed the Joint Committee in support of potential Traffic Regulation Order [TRO] T23516631 [Resident Permits for The Street, Takeley]. Mr Ireland outlined the local support for this suggested TRO, with a petition having been carried out to inform residents and collect support. The background was given, with houses on one side of The Street having parking areas, and the setting out of parking bays for houses with no parking. Mr Ireland described the interactions with officers, followed by the collecting of local support, stating that 84% of residents were in favour, with only one resident found who did not support the proposal. Mr Ireland explained that there was a consensus amongst residents that they would be willing to fund any deficit that the scheme incurred, if approved. Mr Ireland explained that the Street experienced heavy parking at times, with surveying showing full parking usage during holidays and Christmas.

A statement was read out on behalf of Mr Geoff Smith, regarding potential TRO T15499454, relating to The Summit, Loughton. Mr Smith to welcome the inclusion of waiting restrictions, and to suggest that waiting restrictions should apply to the main entrance of The Summit, from Baldwins Hill, up to the houses facing on to The Summit, and to the narrower part of the road, with three houses. Mr Smith advocated for a Monday to Friday two-hour parking restriction.

Jason Butcher, Group Development Manager, explained that TRO T15499454 only included red line restrictions.

RESOLVED that this item be deferred and be brought back for consideration at the Joint Committee meeting scheduled for 21 December 2023.

159. Civil Enforcement Discretion and Cancellation Policy

Jake England, Group Operating Manager, introduced the updated Policy, reviewed and updated as part of the ongoing updating of policies, as recommended by internal audit. This policy represented an amalgamation of the Penalty Charge Notice [PCN] Cancellation Policy and the Enforcement Discretion Policy. An explanation was given of the difference between the cancelling of PCNs [where the law dictates cancellation being necessary] and the waiving of PCNs [where mitigating circumstances lead to discretionary action not to enforce restrictions in specific cases].

Officers were asked, in future, to show tracked changes to policies being reviewed and updated, to show where changes were being recommended. A request was also made for the removal of outdated language, such as 'feeding a meter' and reflect new technology, such as 'phone apps, and the scenarios they present.

RESOLVED that the updated Civil Enforcement Discretion and Cancellation Policy be approved.

160. Obstructive Parking update

Richard Walker, Group Manager, confirmed that there had been no progress made, by Government, on this issue.

161. Forward Plan 2023-2024

Councillor Nicky Purse noted that, on 19 December 2022, there had been consideration of changes to the scoring of Traffic Regulation Orders [TROs], but no decision made. Councillor Purse queried whether the changes had been agreed, and Jason Butcher, Group Development Manager, explained that they had been approved by the Joint Committee at its meeting in March 2023. Councillor Purse requested that the scoring system be reviewed by Joint Committee members and officers.

A query was raised regarding Essex County Council's [ECC's] ability to impose TROs directly, rather than via the NEPP. Richard Walker, Group Manager, explained that ECC retained the ability to use powers where these had been delegated to the NEPP Joint Committee, and that there were instances ECC needed to use retained powers to set TROs.

RESOLVED that the Forward Plan be approved, subject to the report on TRO setting being rescheduled to the Joint Committee meeting on 21 December 2023.



North Essex Parking Partnership

Joint Parking Committee

Meeting Date:	21 December 2023
Title:	NEPP Business Plan
Author:	Richard Walker, Head of Parking
Presented by:	Richard Walker

This report summarises the contents of the NEPP Business Plan.

1. Recommended Decision(s)

- 1.1. To decide to adopt the NEPP Business Plan for 2024/25.

2. Reasons for Recommended Decision(s)

- 2.1. For good governance, to ensure the effective future operation of the Partnership, and to eliminate deficits in the service.

3. Background

- 3.1. The first part of the Business Plan sets the scene by introducing the original Parking Partnership and looks at the additional works taken on by NEPP from the County across the last 13 years of operations.
- 3.2. The Business Plan then goes on to look at ways to control the cost base now and in future years, and to increase income, to offset rising salaries.
- 3.3. The Business Plan will continue to be updated as a live document with budget details and forecasts.

4. Standard References

- 4.1. Other than set out above, there are no particular references to publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety or risk management implications

Business Case

Introduction

This document sets out some history for clarification for those new to the North Essex Parking Partnership (NEPP) and a summary of the plans for the forthcoming year.

NEPP itself is an operational service of Colchester City Council, and Colchester is the Lead Authority. The NEPP operation includes separately-negotiated District Off-Street car park operations, parish car park operations, some consultancy services such as order-making, and the core On-Street operation.

NEPP has traditionally provided each district with six new schemes each year, sometimes breaking down into many component parts, and some area reviews, parking strategies and wider area schemes (such as those during the Pandemic), conducted over a three-year programme. Over its history, this means over 400 socially necessary schemes have been delivered.

Previous operation (pre-2011)

Prior to the Partnership's formation, there were individual Agreements between the twelve Districts and the County. As can be seen below, there was a large deficit in the North Area at that time. It is of note that only two districts did not have a deficit when NEPP was formed.

The year preceding the Partnership's formation:

2009/10	Braintree	Colchester	Epping Forest	Harlow	Tendring	Uttlesford	All
Deficit / Surplus	(72,744)	64,168	59,783	(97,175)	(293,920)	(82,085)	(421,973)

Formation of the First Partnerships

Had the Partnership not been formed, the deficit was estimated to have grown to c.£535k in the North Area. It is also clear that the deficit was structured differently even in 2011, and for this reason the first Agreement did not have any equivalent of Appendix E. Essentially all of the districts would improve their position by joining and the whole position would rise out of deficit. There have probably been deficits in some areas, due to the rural nature of the North Area all along.

The 2011 pre-Partnership position and forecasts, with actual performance is shown below:

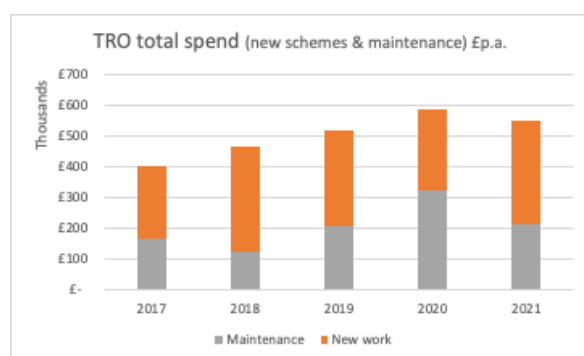
Multi-year projections	£	2010/11 (position pre-NEPP)	2011/12 (position without NEPP)	2011/12 (with NEPP)	2012/13	2013/14	2014/15	2015/16	2016/17
	Expenditure	2,507,539	2,582,766	2,255,037	2,209,936	2,187,837	2,187,837	2,187,837	2,187,837
	Income	2,085,566	2,047,051	2,047,051	2,149,404	2,256,874	2,302,011	2,302,011	2,302,011
	Surplus/(deficit) forecast	(421,973)	(535,715)	(207,986)	(60,532)	69,037	114,174	114,174	114,174
	Actual	deficit	deficit	deficit	deficit	151,991 surplus	19,356 surplus	163,341 surplus	429,356 surplus

Developing the Parking Partnership (from 2011: 7 years + 4 years)

The Partnership had been developing since 2011 and in 2017 when negotiations were being made into the extension (+4 years) of the original Agreement, the Traffic Regulation Order function was taken on at no cost – previously having been a £150k p.a. subsidy. NEPP then added the Park Safe car, 3PR, added Park Safe Schools cameras, and a host of other work.

Through suffering massive inflation over the last 18 months, with the Ukraine War impacting prices including fuel inflation, cost of salary increases, and changes to behaviour since the Pandemic, all this means that the service will need to be restructured to remove many of these later developments.

£ With TRO support integrated	2017/18	2018/19	2019/20	2020/21 Pandemic year*	2021/22 Pandemic year
Actual	222,388 surplus	444,096 surplus	285,987 surplus	372,192 deficit	71,935 deficit
Traffic Regulation Order spend	399,423	465,753	517,863	585,400	551,100



The Pandemic struck during the latter years of this extension, and the Government Grant covered only 75% of 90% of the lost income, but £629k and £146k was claimed in 2020/21 and 2021/22 respectively. The resident parking permit holders were also given a free four-month extension, which could not be reclaimed.

During this time, Traffic-Regulation-Order-making and maintenance continued at pace with some significant new schemes brought in to help mitigate against large social gatherings. The overall trend in Traffic Regulation Order spending was up and the impacts of all these issues used up a very large amount of the Reserve that had built up whilst it was being added to at the rate of around £245k a year.

A further new Agreement (from 2022: 5 years +1+1+1)

During 2020 officers from the North and South Partnerships were asked to make presentations to the procurement, accounting and highways client officers at Essex County Council. With this round of negotiations, a win-win approach was adopted by Essex, where any ideas for new income were also requested.

NEPP had recently launched its Park Safe Schools camera trial and had been successful in reducing contraventions outside schools by up to 82% in under 8 weeks. This, and some on-street parking locations were identified as some projects which Essex would fund as part of the new Agreements and operate on behalf of Essex.

Alas, none of these have come to pass, and NEPP, particularly, has been left with a structure waiting to support these additional services without receiving the additional

work. A transformation is underway to alter the structure to better fit the operation which will remain.

On Street vs. Off Street - Income vs Contributions

As mentioned in the introduction, the off-street operation is provided by NEPP for some of the districts.

Whereas the on-street is solely reliant on the four types of income that can be generated at the kerbside on the highway, this car park operation is kept separate by way of a contribution which is calculated in advance for the works to be carried out.

For car parks, the client authority retains all of the cashbox income, and its own governance process is used for fees and charges setting.

The same officers which patrol the kerbside then walk around the car park, making efficiency in travel time and costs over sending duplicate teams to patrol only car parks.

Operational

Employees

There are 95 FTE equivalent in the NEPP of which 71 posts are filled.

The majority of the vacancies are due to under-recruitment in the Civil Enforcement Officer teams.

The 3PR officer left during 2022 and the vacant post has been saved; the 3PR scheme has been mothballed as a result. The data analyst left during 2022 and the vacant post has been saved. This work is significantly reduced and as a result there is a lower understanding of how data can inform the development of the service. Less data analysis will be available to the Partnership.

A further 10 Civil Enforcement Officer posts are presently vacant but have been allowed for in the budget. A Penalty Charge Notice income estimate includes for the expected output of this number of staff.

Salary negotiations concluded in Colchester applying the National Joint Committee amounts of £1,925. This has an additional cost over the budgeted 4% of £112k for 2023/24.

A Transformation began and the consultation for this closed in early December. This recommended the removal of two posts from the structure. Looking at future budgets, this project alone does not go far enough, and a further Transformation will be necessary to help control costs further. The consultation for this second Transformation will begin in the New Year.

The risk of not carrying out the Business Plan would mean a budget shortfall of £0.5m, and no chance of regaining the break-even position or paying off the past deficit.

Bases

There are presently three bases from which the CEOs work. These are under review. Some are leased with a cost, although the Agreement states that accommodation will be provided, it has proved tricky to locate suitable accommodation.

Services

Downsizing

With the impending downsizing, it is likely that NEPP will take a narrower role in many activities that are not core to the operation. Evening meetings, other projects, in-person reporting will all have to be curtailed to match the available resources under the new plan.

3PR – the three parking rules, educational scheme near schools.

Due to the vacancy saving, the 3PR scheme has been suspended.

Park Safe Schools – cameras

The Park Safe Schools camera pilot project has been remarkably effective in reducing contraventions of the school yellow zig-zag markings. In excess of all predictions, these cameras can reduce contravention levels by 82% within 6-8 weeks of installation. It was originally thought that the compliance might take up to two school terms.

This reduction has impacted on the viability of the scheme, as cameras need to be moved more regularly to new areas. Costs involved have increased to the point where this important service can no longer be sustained when looking at yellow zig-zag markings alone. The cost of moving cameras, installing new posts and configuration of the services required to provide coverage has become significantly more expensive over the last three years – part of this is due to working at height, and the contractor's costs have increased significantly.

A pilot scheme in Harlow, designed in association with Essex County Council, with knowledge from NEPP, has been more successful as it followed the principles of the school schemes set out in the report to Committee in June 2020, including associated red lines to control displacement parking near the school.

To cut out the significant costs associated with the deficit on costs of moving and operating Park Safe Schools cameras which only deal with yellow zig-zags, it is proposed to temporarily halt the School Park Safe camera service until more universal schemes (similar to the June 2020 model) can be designed and implemented successfully to ensure better compliance in the whole area around schools and better cover costs involved.

Technical Service

Delivering TROS

At the November 2023 Joint Committee there were £42.0k schemes not approved. This did not include the Harlow schemes. With the Harlow schemes the total was £65.8k.

These are scheme applications from the public – they are proposals from the 2023/24 year, and not the ones in the Rescue Plan. The lead authority and the County Council are to decide whether to proceed with these new schemes.

To not approve these (which are included in the 24/25 budget) would mean that NEPP would need to consider its organisational structure again but would also make a saving in the introduction of these schemes.

Sign & Line Maintenance

£45k has been included for new income-generating schemes (e.g. Resident Parking) and sign and line maintenance. There is a very high risk that deferring maintenance would impact on the ability to deliver the patrol and enforcement service.

As an indication, in a Residential Parking Area, only 28 permits (depending on location) would need to be sold to pay for the scheme, then ongoing income would be available to fund patrols and maintenance year-on-year. For a non – income-generating scheme, around 53 PCNs would need to be issued just to pay for the scheme, before paying for any of those patrols, follow-up or overheads.

Delivering Rescue Plan schemes

A number of new on-street locations around the Partnership are proposed to manage traffic in some of the more highly sensitive roadside areas. Delivering these would have a by-product of income yield around £122k (with no VAT in on-street locations), with some gains in-year 23/24 offsetting implementation if these can be brought in early.

Alternative Funding

There are options for applicants and Districts to self-fund (full recovery) of Traffic Regulation Order schemes – and this would accelerate the process for those schemes.

Officer time is a part of the NEPP budget and would need to be saved otherwise.

These schemes may not meet the criteria – but would be carried out and need to meet all the costs in implementation.

Income

Essex expects at least an inflationary increase annually.

NEPP missed deciding Resident Parking increases between 2020 and 2023 when the Joint Committee didn't decide the recommendations in 2020, and only decided at a second meeting in 2023 a larger inflationary increase, from late August.

New On-Street Parking

Nineteen new on-street parking places have been identified which would generate an income of between £98k and £115k. A further set of on-street parking has been located within shared use bays (within 600m of shared Resident Parking). This could generate an income of between £21k and £25k.

There is a further list of schemes also possible, as part of the implementation of Uttlesford's Parking Strategy. Any other locations identified will be added here.

Resident Parking

An uplift based on inflation for 2023/24 was decided in June and implemented after governance timescales and statutory consultation in late August 2023. Further increases and a harmonisation in prices (ahead of inflation) were agreed up to 2026/27.

Permit Booking Fee or equivalent

There is a cost to providing the Permit system through MiPermit – c.£1.18 for annual permits or c.10p per visitor permit.

This could be offset by either adding a booking fee/convenience fee, or adding this amount onto the annual permit price. In the short term, a booking/convenience fee would be simplest to implement. This is not yet proposed to be implemented due to the increases already planned.

MiPermit – Convenience Fee

Convenience Fees of 17p could be introduced for MiPermit cashless parking to cover transaction fees and other processing costs and this would be worth c.£15k. However, it is recognised that a 20p tariff uplift is also being recommended and almost all payment transactions are through MiPermit at the roadside, reducing the convenience factor here. The National Parking Platform might sweep up all of these fees in future.

Pay & Display/Pay to Park

A proposal is to uplift roadside charges by 20p over the local parking fee. With in excess of 200,000 stays annually to be managed, This is worth £41k over the year.

Other work

NEPP has offered to work in part with a neighbour in district in another county. There are also some other Partnerships which NEPP manages with Parishes and prospectively other areas which have been under negotiations. Full costs will be recovered in all Partnership arrangements. Districts may fund other schemes.

Agreement

Suitability

It is acknowledged by Essex that there are Structural differences between SEPP and NEPP, with costs increasing in NEPP due to its largely rural nature, with deficits in all but two of the districts – precisely the same situation as when NEPP was formed 13 years ago.

It is important to know where these deficits are, but impossible for every district to manage its own, as there isn't enough scope in each place to support a recovery plan. Some rural areas are, simply, too rural.

Covid hit, then inflationary factors have been present since then – which have all damaged the Partnership in different ways and for different reasons.

NEPP budgets can only keep pace with inflation if new income is forthcoming, and the cost base is reduced and kept under control, for it is unlikely that the penalty charge level will increase in value.

Finances

Current position (actual) and Current Year (out-turn) Forecast

The final version will include financials for the current year.

Forecasts

The final version will include a table of forecast.



North Essex Parking Partnership

Meeting Date: 21 December 2023

Title: Traffic Regulation Order Update and Application Decision Report

Author: Jason Butcher – Group Development Manager

Presented by: Jason Butcher – Group Development Manager

- To approve, defer or reject traffic regulation order proposals from the list of applications that have been received.
- To note the work of the Technical Team during 2023.

1. Recommended Decision(s)

1.1 The Joint Committee is requested to:

- a) Agree to budget for any prioritised schemes within the 24/25 financial year budget, in the absence of any surplus funds.
- b) Prioritise proposed Traffic Regulation Order schemes from the applications that have been received by the North Essex Parking Partnership. Members may choose to either 'approve', 'reject' or 'defer' schemes in both Appendices A (non-self-financing) and B (self-financing).
- c) Note that any applications that are "Approved" may not become sealed Traffic Regulation Orders. Any proposal will need to be advertised and any objections made during the formal consultation process considered before a Traffic Regulation Order is made.
- d) Note that applications that have been received but do not meet the new NEPP scoring criteria are shown in Appendix C.
- e) Note the new schemes NEPP has introduced in 2023 shown in Appendix D.

2. Reasons for Recommended Decision(s)

- 2.1. To allow NEPP officers to draft prioritised Traffic Regulation Orders. These would be advertised from April 2024.
- 2.2. To allow applicants to be advised of the outcome of their applications.
- 2.3. To ensure that the Policy is applied correctly and for general good governance, financial and risk management.

3. **Alternative Options**

- 3.1 The NEPP Joint Committee does not prioritise any proposals. The result of this will be that no new proposals from the list are advertised unless the NEPP Chairman delegation is used for specific proposals. Funding to deliver new schemes will be removed from the NEPP budget however not delivering the schemes listed in Appendix B would mean reduced income to the Partnership.
- 3.2 Partner Authorities may wish to fund individual schemes themselves if the JPC do not approve them and this may include those that do not meet the current Traffic Regulation Order policy and scoring methodology. Externally funded Traffic Regulation Orders are not subject to the current NEPP Traffic Regulation Order Policy but the cost to deliver these would need to include any officer time associated with the delivery of the scheme.

4. **Changes to scoring methodology**

- 4.1 Changes to the Traffic Regulation Order application scoring methodology were discussed at the March 2023 NEPP Joint Committee Meeting. At this meeting it was agreed that there would be a pre-qualifying scoring criteria which had to be met before an application can be scored by officers.
- 4.2 Members of the Joint Parking Committee are now able to view applications received in other partner areas via the new NEPP SharePoint site. While individual partner authorities prioritise applications, the role of the committee is to consider applications across the whole NEPP area not just in the authority that the committee member represents. The committee members can reject proposals even if they have been prioritised by the local authority.

5. **List of applications by authority**

- 5.1 The proposals that **are not** income generating but meet the NEPP scoring criteria are shown in black font in Appendix A. These applications have been scored by a NEPP officer against the agreed criteria. This officer score is shown along with a predicted cost to implement the scheme.
- 5.2 The proposals that **are** income generating and meet the NEPP scoring criteria are shown in black font in Appendix B. These applications have been scored by a NEPP officer against the agreed criteria. This officer score is shown along with a predicted cost to implement the scheme and the anticipated 'year one' income from the scheme. This includes two schemes received after the 31 July deadline but which meet all other policy requirements.
- 5.3 Additionally, all proposals that have not met the scoring criteria are also shown in Appendix C, for full transparency. These are not scored, and costs have not been calculated except for one scheme proposed by the Harlow District which could be funded locally if not approved by the committee.
- 5.3 Proposals that were deferred at the October 2022 JPC remain on the list and are available to either accept, reject, or defer. The scoring criteria has not been retrospectively applied to proposals that were previously deferred.

- 5.4 Minimal details are provided in the table as members of the committee now have access to all application and scheme information to interrogate individual applications in any area, if they wish to do so.

6. TRO work outside the JPC process

- 6.1 The technical team also undertake additional works outside of the JPC approval process. These works generate income for NEPP as well as allowing partner (or other) authorities to pay for additional traffic regulation order works.
- 6.2 During the current financial year NEPP have undertaken additional works for ECC/Braintree District Council around Braintree Town Centre, for Braintree District Council at The Horizon Business Park at Great Notley, junction protections for West Mersea Town Council, waiting restrictions to protect entrances for National Rail as well as arranging remarking of bus stops and undertaking civil works for new Traffic Regulation Orders on behalf of Essex County Council.
- 6.3 Additional technical work is being identified from the 24/25 financial year, and an agreement with another bordering Local Authority is likely, adding crucial consultation work to help cover overheads with the current operation. The value of this work is currently being explored but is hoped to be part of a multi-year arrangement with significant benefit to NEPP in retaining skilled resources.

7. Finance and risk management

- 7.1 There is a requirement within the Joint Committee Agreement that work to support the delivery of the Traffic Regulation Order function should come from the NEPP surplus fund.
- 7.2 As there are no current surplus funds to draw upon, this work would need to be funded within the 24/25 Financial Year and be budgeted alongside other elements of the NEPP operation. If no schemes were approved, the budget assigned to introducing them would need to be carefully considered.
- 7.3 The estimated total cost to deliver the proposed prioritised schemes in Appendices A and B is £56,010, but allowing for potential inflationary increases, may cost up to £60,500, not including employee costs.
- 7.4 However the schemes in Appendix B would generate income from the sale of resident and visitor permits and income from errant motorists that choose to park in contravention of any new restrictions. Nonetheless, the introduction of new traffic regulation orders does represent a risk to NEPP finances and should be noted by the JPC.

8. Standard References

- 8.1 There are no particular references to the Development Plan; publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety implications.

9. Appendices

Appendix A: List of Proposed Scored Schemes
Appendix B: List of Self financing Schemes
Appendix C: List of Unscored Schemes
Appendix D: List of Schemes Completed in 2023

Appendix A - List of Proposed Scored Schemes

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T23850138	Uttlesford	The Pastures, Takeley	Waiting restrictions	Safety issue caused by parking on a junction	50	£1280	Approve
T19403786	Uttlesford	Church Street/Lime Hill, Great Dunmow	Red lines	Safety issue on a bend with poor visibility and near the start of resident parking	50	£1200	Approve – yellow lines instead of red lines
T23516631	Uttlesford	The Street, Takeley	Resident Permits	Prioritised parking for residents due to airport parking	50	£1700	Reject
T18482443	Uttlesford	Clarendon and Warwick Road, Little Canfield	Red lines	Vehicles parking up to and on a roundabout	35	£1430	Reject – should be referred to ECC
T11992100	Braintree	Bocking End, Braintree	Alter limited waiting bays to resident permit bays	Lack of parking available in resident permit scheme	40	£1190	Approve – allow overnight parking between 6pm and 7am only
T17622067	Colchester	Brunel Way, Colchester	Waiting restrictions	Extension of current restrictions to prevent parking. Issues being caused on industrial estate	35	£1350	Approve
T14427861	Colchester	Melrose Road, West Mersea	Waiting restrictions	Parking causing sight line issues	50	£2180	Approve
T19282989	Colchester	Mersea Road, Colchester	Permit parking	Short term invasion parking associated with local businesses	25	£2000	Reject
T184849610	Colchester	Mersea Road Shopping Parade, Colchester	Extend limited waiting times	Additional businesses mean that the current 1 hour limited waiting time is no longer appropriate	35	£1190	Reject
T11569173	Colchester	Parr Drive, Colchester	Red lines	Commuter parking	50	£1910	Approve

				associated with local businesses			
T38914791	Colchester	Stanford Road and Cowper Crescent, Colchester	Red lines	Sight line issues and prevention of parking at the start and end of the school day	45	£1490	Approve
T19289487	Tendring	Vicarage Lane, Walton on the Naze	Waiting restriction/s, bay removal and altering yellow to red lines	Issues with delivery vehicles	Deferred at the October 2022 JPC.	£1650	Approve
T13720652	Tendring	Golf Green Road, Jaywick	Waiting restriction/s	Issues with access to golf club	Deferred at the October 2022 JPC.	£1150	Approve
T20393424	Tendring	Brindley Road, Clacton	Red lines	Allow traffic flow and access on carriageway for business premises	40	£1450	Approve
T20412902	Tendring	Louise Close, Walton on the Naze	Waiting or stopping restrictions	To prevent parking too close to the junction with Naze Park Road	50	£1290	Approve
T20381792	Tendring	Old Road and Cotswold Road, Clacton	Waiting or stopping restrictions	To prevent parking too close to the junction	50	£1052	Approve
T20617952	Epping Forest	Brooker Road, Waltham Abbey	Red lines	To prevent parking on bends at an industrial estate	30	£1250	Defer
T18448456	Epping Forest	Cloverly Road, Ongar	Red lines	Parked vehicles causing problems for drivers when entering and exiting the road	55	£1295	Approve
T22440354	Epping Forest	Alfred Road & Roding Lane, Buckhurst Hill	Red lines	Junction protection	35 – Deferred at the October 2022 JPC	£1300	Reject
T23492869	Epping Forest	Langston Road, Loughton	Red lines	Vehicles parking on pavement causing business issues. Current waiting	35	£1965	Defer

				restrictions are ineffective			
T24342858	Epping Forest	Pyles Green, Loughton	Permit parking	Priority parking for residents due to inconvenience caused by non-residential based parking	45	£1515	Defer
T18716713	Epping Forest	Roebuck Lane, Buckhurst Hill	Red lines	Ensure sight lines for vehicles entering or exiting the underground car park	35	£1250	Defer
T14232804	Epping Forest	Sedge Green and Dodds Weir Road, Nazeing	Red lines	To prevent parking on the verge at the junction of the two roads	30	£1530	Defer
T13293549	Epping Forest	Forest Avenue and High Road, Chigwell	Red lines	Junction protection	55	£1410	Approve
T15499454	Epping Forest	The Summit, Loughton	Junction red lines, possibly extending further into The Summit	Inconvenience to residents and concerns about parked vehicles preventing emergency vehicle access. The problems at The Summit have been discussed at the 16 March 2023 NEPP JPC.	55	£1610	Approve
T114626310	Epping Forest	Upland Road/Thornt on Common, Epping	Junction protection	Parking causing access and obstruction problems	50	£1410	Approve
T15444049	Harlow	Peldon Road	Introduce restriction to prevent overnight HGV parking	Disturbances to residents	30	£1910	Approve
T154279310	Harlow	Tawneys Road	No Stopping Red Lines	Parking problems on junction near school	50	£1370	Approve
T15441195	Harlow	Barn Mead opposite Abbotsweld	Resident Permit Scheme	Priority parking for residents	50	£1740	Approve

T24611696	Harlow	Chippingfield Old Harlow	Waiting restrictions	To prevent parking on a bend	Deferred at Oct 2022 JPC	N/A	
T24640523	Harlow	South Road	Waiting restrictions	HGVs parking on road and vehicles being stored on road by nearby businesses	Deferred at Oct 2022 JPC	£1000	Approve
T24658561	Harlow	Harberts Road and Toddbrook	Waiting restrictions	Waiting restrictions outside a sheltered complex	Deferred at Oct 2022 JPC	NA	
T24661276	Harlow	Millwards	Waiting restrictions	Prevent parking near a traffic island	Deferred at Oct 2022 JPC	N/A	
T246635010	Harlow	Cobbins Way/Mill Lane	Waiting restrictions	Extend waiting restrictions at Mill Lane Junction	Deferred at Oct 2022 JPC	N/A	

Appendix B - Self-financing schemes

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T16621307	Colchester	Westwood Drive, West Mersea	Permit parking	Prevention of non-residential parking to ensure traffic flow	50	£2000	Approve
T15395038	Tendring	Collingwood Road, Clacton	Permit parking	Priority parking for residents due to non-residential parking for the seafront	40	£1450	Approve
T22351807	Epping Forest	Station Road, Chigwell	Permit parking	Priority parking for residents. Suspected commuter issues due to the proximity of the London Underground station	60	£1935	Approve
T24475742	Epping Forest	Manor Square, Ongar	Waiting restrictions	Existing restrictions converted to red lines	40	£1280	Approve subject to funding
T22329252	Epping Forest	Police bay on High Street, Epping	Limited waiting	Alter current police parking bay to limited waiting	30	£1360	Approve subject to funding
T19330519	Epping Forest	Station Road, Loughton	Review restrictions and alter waiting restrictions to no stopping red lines	Prevent commuter parking but allow other parking to take place	60	£2990	Approve – only if limited waiting bays are altered to pay and display
T154279310	Harlow	Pinewood Close	Resident Permit Scheme	Priority parking for residents	55	£1990	Approve

Self- Funding Scheme Applications received after 31st July

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T19505427	Epping Forest	Devon Close, Buckhurst Hill	Permit Parking	Priority parking for residents due to inconvenience and damage caused by non-residential parking	45	£1590	
T10433259	Epping Forest	Town Mead, Waltham Abbey	Permit	Priority parking for residents. Problems with commuters and displacement from nearby permit parking schemes	45	£1610	

Appendix C – List of applications not meeting scoring criteria

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score max (score 105)	Approx. cost	Prov. decision
T14341786	Uttlesford	Bentfield Road Stansted, Mountfitchet	No waiting restriction	Parked vehicles causing a traffic flow issue	N/A	N/A	
T17483684	Uttlesford	East Street, Saffron Walden	Addition to permit scheme catchment area	New resident requesting a permit. Property is not within the permit parking scheme	N/A	N/A	
N/A	Uttlesford	Adare Close/Beaumont Hill, Great Dunmow	Waiting restrictions	Parking on a junction	N/A	N/A	
T24848810	Uttlesford	Parsonage Road and Hall Road, Takeley	Red lines	Replace existing Clearway restriction to allow more effective enforcement	N/A	N/A	
T2464686	Uttlesford	Priors Green Bus Route Takeley/Little Canfield	Red lines	To keep bus route clear, currently buses are sometimes hindered by residential parking	N/A	N/A	
T24449387	Uttlesford	Rylestone Way/Thaxted Road, Saffron Walden	Waiting restrictions	Junction parking causing visibility issues	N/A	N/A	
T17628975	Braintree	Coronation Avenue, Braintree	Restrictions on permit	Restriction of two permits per property. Suggests that there is misuse of current system	N/A	N/A	Defer
T19472764	Braintree	Maltings Lane, Witham	Waiting restrictions	Parking opposite junctions causing sight line issues	N/A	N/A	Defer
T11525017	Braintree	Morton Way and Matthews Close, Halstead	Waiting restrictions to encourage walking to school	Parking causing issues at school opening and closing times	N/A	N/A	Defer

T19588819	Braintree	New Road/Maldon Road, Hatfield Peverel	Waiting restrictions	Extend the length of current restrictions to prevent parked vehicles causing sight line issues at unrestricted junctions	N/A	N/A	Defer
T17416315	Braintree	Tilkey Road Coggeshall	Waiting restrictions	Parking on new junction causing sight line issues	N/A	N/A	Defer
T18457693	Braintree	Tilkey Road Stoneham Street and Jaggards Road, Coggeshall	Waiting restrictions	To create passing spaces as parked vehicles are causing sight line and traffic flow issues	N/A	N/A	Defer
T13349033	Braintree	Trinity Street, Halstead	Waiting restrictions	Parked vehicles causing traffic flow issues	N/A	N/A	Approve
T18803005	Colchester	Braiswick and Fernlea, Colchester	Waiting restrictions	To ease access and egress at junction to gold club entrance	N/A	N/A	
T17696338	Colchester	Hythe Quay, Colchester	Removal of limited waiting bay	To allow easier access to business yard	N/A	N/A	
T22732338	Colchester	Ipswich Road/Turnpike Close, Colchester	Permit parking or red lines	Displacement of vehicles into residential area following temporary traffic order being introduced	N/A	N/A	
T18431196	Colchester	King Harold and Shrub End Roads, Colchester	Extend current restrictions	Obstruction and sight line issues	N/A	N/A	
T113002510	Colchester	King Harold Road and Ambrose Avenue, Colchester	Extend current restrictions around this junction	Prevent parking close to a junction	N/A	N/A	
T21571986	Colchester	Linnet Mews, Colchester	Waiting or stopping restrictions	To prevent parking at the access to Linnet Mews as this is causing	N/A	N/A	

				access problems			
T18805248	Colchester	Pallant Chase/Spring Lane, Colchester	Waiting restrictions	To prevent displacement and parking on a junction	N/A	N/A	
T21366845	Colchester	City Centre Disabled badge holder times, Colchester	Disabled badge holder bays operational times	Extension of current operational times beyond 6pm	N/A	N/A	Reject
T16637558	Tendring	Tendring Seafronts, Clacton, Frinton and Walton	Alter limited waiting for car restrictions on seafronts	To allow camper vans to park	N/A	N/A	
T17410132	Tendring	Brightlingsea Infant and Junior School, Brightlingsea	Red lines	To prevent parking on corners	N/A	N/A	
T216727411	Tendring	Brighton Road, Walton on the Naze	Waiting restrictions	To prevent parking on junctions	N/A	N/A	
T16385403	Tendring	Chartfield Drive, Kirby le Soken	Red lines	To prevent parking to allow vehicles to turn	N/A	N/A	
T23526873	Tendring	Landmere Road, Thorpe le Soken	Red lines	To prevent parking near the police station entrance	N/A	N/A	
T18345704	Epping Forest	Chigwell High Road, Chigwell	Red lines	Inconsiderate parking causing safety issues for non-vehicular road users	N/A	N/A	
T20667913	Epping Forest	Connaught Avenue, Loughton	Waiting restrictions	Driveway blocked and parking on grass verges	N/A	N/A	
T214996011	Epping Forest	Great Lawn, Ongar	Waiting restrictions	To prevent parking on the turning circle and on grass verges	N/A	N/A	
T20575003	Epping Forest	Manor Road, Loughton	Red lines	Keep carriageway clear and so ensure that HGVs do not need to mount the pavement and cause damage	N/A	N/A	

T18675115	Epping Forest	Maple Springs, Waltham Abbey	Waiting restrictions	Junction protection to ensure sight lines	N/A	N/A	
T19317736	Epping Forest	Sewardstone Street, Waltham Abbey	Permit Parking	Priority parking for residents in Sewardstone Road and Fountain Place	N/A	N/A	
T9499809	Epping Forest	Stonards Hill and Theydon Grove, Epping	Waiting restrictions	Alter single yellow line to double yellow lines to try to prevent parking near junction	N/A	N/A	
T17540389	Epping Forest	The Shrubberies, Chigwell	Waiting restrictions	To keep the junction of The Shrubberies and Fencepiece Road clear of vehicles	N/A	N/A	
T15434274	Harlow	The Downs/Broad field School	Introduce loading ban and no waiting at any time restrictions where unrestricted	Parking causing issue at School opening and closing times	0	£1100	Approve

Appendix D - List of Schemes Completed in 2023

For committee member information, below is a list of the proposals advertised to date in 2023 and the current status of the scheme.

Reference number	Authority area	Name of Scheme	Type of Restriction	Current Work Status
T41435611	Uttlesford	Watch House Green, Felstead	Red Lines	Operational
T17420578	Uttlesford	New Road, Saffron Walden	Permit Parking	Operational
T224352310	Uttlesford	Ashdon Road/Common Hill Saffron Walden	Alter limited waiting bays to permit parking	Operational
T115575310	Uttlesford	Stebbing Road Felstead	Waiting restrictions	Operational
T18441363	Uttlesford	Roding Drive Little Canfield	Waiting restriction	Operational
T17573032	Uttlesford	Mountfitchet Estate, Stansted Mountfitchet	Stopping restrictions	Not introduced following consideration of objections
T10441614	Braintree	Summerhills, Sible Hedingham	Waiting restrictions	Operational
T13577975	Braintree	Park Drive Braintree	Waiting restrictions	Operational
T12367746	Braintree	Stone Close Braintree	Permit parking	Operational
T107414511	Braintree	Balls Chase Halstead	Permit parking	Operational
T21438416	Braintree	Bridge Street Finchingfield	Waiting restrictions	Operational
T21644813	Braintree	Bridge Street Coggeshall	Permit parking	Operational
T22601739	Braintree	The Causeway Finchingfield	Waiting restrictions	Operational
T22566263	Braintree	Spains Hall Road Finchingfield	Waiting restrictions	Operational
T24545448	Harlow	Clifton Hatch	Waiting restrictions	Operational
T24565301	Harlow	Fifth Avenue and Newstead Way	Waiting restrictions	Not advertised due to cost of scheme
T24583558	Harlow	Edinburgh Place	Various restrictions	Operational
T245915663	Harlow	Moorfields	Waiting restrictions	Operational
T24596064	Harlow	Park Mead	Permit parking	Operational
T24599965	Harlow	Conyers	Change of operational days	Operational
T24608554	Harlow	Commonside Road	Waiting restrictions	Operational
T24615963	Harlow	Colt Hatch	Limited waiting	Operational
T24618621	Harlow	Standingford	Waiting restrictions	Objections being considered
T24669276	Harlow	Kingsmoor and surrounding roads	Weight restriction (3.5t)	Operational
T24629562	Harlow	Maunds Hatch	Loading bay	Operational

T24645567	Harlow	Burnt Mill Industrial Estate	Permit bay	Alternative TRO advertised - operational
T17314792	Colchester	James Parnell Way	Red lines	Operational
T20104230	Colchester	Cornflower Close	Red lines	Operational
T8407346	Colchester	Hendry Worthington Way	Waiting restrictions	Operational
T18717853	Colchester	Spring Lane/The Walk Eight Ash Green	Waiting restrictions	Operational
T14642516	Colchester	Cavalry Way	Permit parking bay altered to limited waiting	Operational
T144470511	Colchester	Baden Powell Drive and estate roads	Red lines	Operational
T18630815	Tendring	Wix and Heath roads Bradfield	Waiting restrictions	Operational
T18639253	Tendring	School Road and B1035	Waiting restrictions	Operational
T13405346	Tendring	Blacksmiths Lane Harwich	Waiting restrictions	Operational
T19634566	Tendring	Olivers Close Clacton	Waiting restrictions	Operational
T19618635	Tendring	High Street Thorpe-le-Soken	Red lines	Operational
T19610386	Tendring	Kings Parade/Marine Parade East	Reduction in bay length near to York Road	Operational
T19622527	Tendring	Portland Road	Red lines	Operational
T19614432	Tendring	Ravensdale Road Clacton	Waiting restrictions	Operational
T16421788	Tendring	Connaught Avenue Frinton-on-Sea	Waiting restrictions	Operational
T16429838	Tendring	New Road Mistley	Junction Protection	Operational
T16425418	Tendring	Fronks Road Dovercourt	Red lines	Operational
T16436503	Tendring	Lymington Road Great Clacton	Red lines	Operational
T205058710	Tendring	Edison Road Clacton on Sea	Red lines	Operational
T20509116	Tendring	Hillcrest and Burrs Road Clacton	Waiting restrictions	Operational
T166160711	Tendring	Abigail Gardens Holland on Sea	Waiting restrictions	Operational
T166207211	Tendring	Summers Park Estate Lawford	Change of waiting restriction time	Operational
T12556442	Tendring	Old Pier Road Walton on the Naze	Waiting restrictions and introduction of disabled badge holder bay	Operational
T16464731	Tendring	Reckitts Close Clacton on Sea	Waiting restrictions	Amended after objections – Operational
T22500910	Epping Forest	Broomstick Hall Road Waltham Abbey	Red Lines	Operational
T15403347	Epping Forest	St Johns Road Loughton	Waiting restrictions	Operational

T13578058	Epping Forest	Hartland Road Epping	Resident Permits	Operational
T17501946	Epping Forest	Sun Street and Market Square Waltham Abbey	Waiting restrictions	Operational
T17518032	Epping Forest	Thaxted Way/The Cobbins Waltham Abbey	Waiting restrictions	Operational
T13580173	Epping Forest	Beach Close/Cedars Drive, Loughton	Waiting restrictions	Not introduced following consideration of objections
T14805142	Epping Forest	The Gladeway Waltham Abbey	Waiting restrictions	Operational
T24460877	Epping Forest	Green Yard, Abbey Court and Mead Court Waltham Abbey	Permit parking	Operational
T16807205	Epping Forest	Bower Vale Epping	Permit parking	Operational



North Essex Parking Partnership

Meeting Date: 21 December 2023
Title: Introducing Additional On-Street Paid parking sites
Author: Jason Butcher – Group Development Manager
Presented by: Jason Butcher – Group Development Manager

To consider approving the advertising of a number of paid parking sites across the Partnership area; the treatment of income from these sites; setting the tariff for all Partnership sites including these new sites with a mechanism for annual reviews; providing alternative governance options; reviewing Resident Parking and other fees by inflation annually; and delegating the making of the required Orders to the Chair and Head of Service.

1. Recommended Decision(s)

1.1 The Joint Committee is requested to:

- a) Approve the advertising of additional on-street paid parking sites across the Partnership area as outlined in the report.
- b) Delegate any final decision to the Chair and Head of Service with the relevant stakeholders if a decision cannot be reached at this meeting.
- c) Agree that pay to park charges will be reviewed by inflation annually and keep ahead of car park fees locally by at least 20p in each band.
- d) Agree to review Resident Parking and other fees and charges by inflation annually.
- e) Delegate the making of these Orders to the Chair and Head of Service.

2. Reasons for Recommended Decision(s)

- 2.1. To enable NEPP officers to introduce additional on-street paid parking sites. Parking tariffs can be used as a useful way of managing parking behaviour in areas where there is high demand for parking spaces.
- 2.2. Limited waiting restrictions are more difficult to enforce due to the additional patrols that are required to reasonably assume that a contravention has taken place, as the vehicle must be visited at least twice. These visits are often several hours apart, which ties scarce Civil Enforcement Officer resource into one area when those officers may be more efficiently deployed elsewhere. On-street tariffs are therefore a more effective way of ensuring the turnover of spaces in areas where there is usually high demand for the parking spaces.
- 2.3. The aim of civil parking enforcement is not to raise income. Nonetheless, paid for parking is an effective way of managing traffic and it is not inappropriate if local authorities make a surplus when meeting traffic management aims. It should also be noted that the committee members are aware of the current financial situation that NEPP, along with many other local authority organisations, face. In accordance with the agreement that was

signed by all member authorities there is the potential for any deficit to be made up directly by member authorities. NEPP is already taking action to try to prevent member authorities being asked to find funds and a by-product of these proposals would be further mitigation against that risk for member authorities.

- 2.4. NEPP on-street tariffs generally match nearby off-street tariffs. However, where appropriate, a higher on-street tariff would encourage motorists to use off-street car parking facilities. This can help keep roads clear of excess motor vehicles and so help traffic flow. Where there are already on-street paid parking sites nearby the tariffs would match those until all tariffs in the area were reviewed.
- 2.5. To ensure that the NEPP is applying sound financial and risk management.

3. Alternative Options

- 3.1. The NEPP Joint Committee does not agree for any paid for parking sites to be advertised. This will result in an increased risk of NEPP not meeting its 24-25 Financial Year budget, which has included an assumption that most proposed sites will proceed.

4. Background

- 4.1. Under sections 45 and 46 of the Road Traffic Regulation Act 1984 local authorities can make a charge for parking at on-street parking spaces. On-street paid parking is a common method of managing the turnover of parking spaces, often in areas where there is a draw for motorists to park nearby such as rail stations, shops, or tourist attractions.
- 4.2. All of the NEPP member authorities have charging in place at various times in their own off-street car parks. There is also already on-street paid parking in all partner authority areas, except for the Braintree District. Since its formation, NEPP has successfully introduced paid parking traffic regulation orders as a way of managing the highway.

5. Sites for consideration by authority

- 5.1. The sites that have been suggested are listed by authority area in Appendix A. The sites are already marked parking bays (limited waiting or similar). The number of spaces at each proposed site are also listed in Appendix A.
- 5.2. Maps showing the proposed sites are shown in Appendix B
- 5.3. Suggested tariffs are listed in Appendix C
- 5.4. The issue of displacement into nearby unrestricted areas is always a consideration when considering any new parking or waiting restriction. All of the sites that are listed for consideration are in areas where nearby areas are also restricted.
- 5.5. As the proposals would introduce paid parking, it is not possible to introduce the changes using temporary orders. This means that the standard permanent Traffic Regulation Order process would be needed. The standard Traffic Regulation Order process allows for objections or other comments to be made before any changes are made. Members of the committee should therefore be aware that any proposals that they agree to progress may not become operational if there are substantive objections during the advertising process.
- 5.6. The tariffs for the new sites would match any on-street paid parking sites nearby. Where there are no on-street paid parking sites nearby the tariffs would be based as closely as possible to those of the nearest local authority car park. This is to encourage the use of local authority car parks for the reasons previously outlined in this report.
- 5.7. No areas are suggested in the Uttlesford District. This is because there is currently a review of parking taking place across the district and any provision on on-street paid for parking will be considered during this review. Sites could be considered as part of a 'Phase 2' project.

6. Finance and risk management

- 6.1. There would be an initial outlay of funds to advertise proposals and if successful to introduce new signs. However, this initial outlay would be far outweighed by the income that would be received from the additional paid parking sites and as all proposed sites have the necessary road markings in place.
- 6.2. The sites would be MiPermit cashless parking only, which has been well used where installed and offers conveniences that other methods of payment do not allow, such as the ability for users to “top up” parking payments without needing to return to the site. This method of payment has been used elsewhere on-street by NEPP and avoids the costs of installing and maintaining pay and display machines.
- 6.3. The committee has previously been made aware that without further reducing costs and/or increasing income it is likely that NEPP will be in a deficit situation.

7. Standard References

- 7.1. There are no particular references to the Development Plan; publicity or consultation considerations; community safety; health and safety implications.

8. Equality

- 8.1 An Equality Impact Assessment has been carried out and will be published on the Colchester City Council website and/or the NEPP website. This is available to view in the interim, on request.

9. Appendices

Appendix A: List of Proposed Sites

Appendix B: – Maps showing proposed sites

Appendix C: Proposed Tariffs

Appendix D: Income Projections

Appendix A - List of Proposed Schemes

Authority Area	Site for Consideration	Current Restriction	Proposed Restriction	No. of bays	Estimated income (£)	Notes	Decision to proceed Yes/No
Colchester	1 - Clarendon Way	Permit holders 8am – 9am Mon – Fri	Payment parking and resident permit holders 8am – 6pm Mon - Sat	7	9,372	Approx 2 mins walk from mainline rail station. Initially intended as an overflow for permit scheme that does not include properties on Clarendon Way	
Colchester	2 - Middleborough	Limited waiting	Pay and display 8 – 6 Mon - Sat	4	3,022	Alternative limited waiting nearby on North Hill and Sheepen Road car park within walking distance	
Colchester	3 - Oxford Road	Permit holders B2 and H 8am – 6pm Mon to Sat	Pay and display 8 - 6	16	3,713	H permits no longer necessary as Hospital has closed. Zone B2 is not oversubscribed and area is within easy walking distance of city centre and nearby medical establishments	
Colchester	4 - Brook Street Dedham	Limited waiting 8am – 6pm Mon to Sat	Pay and display 8am – 6pm Mon to Sat	11	3,054	Alternative nearby limited waiting bays and near to Mill Lane car park which offers a free of charge stay for 1 hour	
Colchester	5 - Kendal Avenue and Miliary Road	Limited waiting various hours	Pay and display at times of current limited waiting	28	21,177	Within walking distance of city centre and Britannia car park. Spaces on Military Road may be reduced if ECC's on-street EV charge point installations go ahead	
Colchester	6 - St Johns Green Colchester	Limited waiting 8am – 6pm Mon to Sat	Pay and display 8am – 6pm Mon to Sat	22	3,248	Opposite St Johns MSCP. Need to consider nearby primary school parking	

Authority Area	Site for Consideration	Current Restriction	Proposed Restriction	No. of bays	Estimated income (£)	Notes	Decision to proceed Yes/No
Braintree	7 - High Street and The Centre Halstead	Limited waiting max stay 1 hour, 8am – 6pm Mon to Sat (excluding market times in some bays)	Pay and display Mon – Sat 8am – 6pm (with allowances for markets)	50	8,563	Outside retail, allows more efficient turnover of spaces. Tariffs to match those of the Town Council public car parks at Butler Road and Chapel Street	
Braintree	8 - The Causeway Bocking End	Limited waiting 8am – 6pm Mon to Sat 1 hour no return within 3 hours	Pay and display 8am – 6pm max stay 2 hours	29	1,837	Application T11992100 would need to be considered as it includes same bays	
Braintree	9 - Newland Street Witham	Limited waiting 8am – 6pm Mon to Sat max stay 1 hour	Pay and display 8am – 6pm	26	6,034	Tariff based on nearby Newland Drive car park with percentage increase	
Epping Forest	11 - Hartland Road and Upper Kendal Road	Dual use limited waiting Mon - Sat and resident parking	Remain as dual use but alter limited waiting to paid parking Mon - Sat	65	14,591	Residential area that is near to town centre	
Epping Forest	12 - Lower Kendal Road	Dual use limited waiting and resident parking	Remain as dual use but alter limited waiting to paid parking	10	3,249	Nearby tube station attracting commuters	
Epping Forest	13 - Traps Hill Loughton	Limited waiting	Paid parking max stay 4 hours	6	1,414	Near to Traps Hill public car park	
Epping Forest	14 - Station Road Loughton	Limited waiting	Paid parking	30	11,190	Near to station and retail. Public car parks nearby	

Authority Area	Site for Consideration	Current Restriction	Proposed Restriction	No. of bays	Estimated income (£)	Notes	Decision to proceed Yes/No
Harlow	15 - Post Office Road	Limited waiting max stay 15 mins	Paid parking max stay 1 hour	4	942	Near to post office and public car park	
Harlow	16 - Westgate	Limited waiting	Paid parking	5	1,863	Near to Harvey Shopping Centre	
Harlow	18 - Wych Elm	Limited waiting Mon – Sat	Paid parking Mon - Sat	10	2,358	Next to Wych Elm MSCP	
Harlow	19 - Station Approach	Limited waiting	Paid parking max stay 2 hours	10	2,358	Near train station, retail outlets and a gym	

Appendix B – Maps (access via Member SharePoint site only)

Appendix C: Proposed Tariffs

Authority Area	Site for Consideration	Proposed Tariffs	Reason
Colchester	1 - Clarendon Way	Up to 1 hour..... £1.00 Up to 2 Hours £2.00 Up to 4 hours..... £4.00 All day (from 9.30am)..... £7.20 All day (from 4am) £8.70	Increase on tariffs compared to nearby Three Crowns Road car park
Colchester	2 - Middleborough	Up to 30 mins £1.30 Up to 1 hour..... £2.40 Up to 2 hours..... £3.60 Up to 4 hours..... £4.50	Increase in tariff from other City Centre Car Parks
Colchester	3 - Oxford Road	Up to 3 hours..... £1.70 All day £4.00	Matches Butt Road CP and addresses long-stay
Colchester	4 - Brook Street Dedham	Up to 1 hour..... £1.20 Up to 2 hours..... £2.00	Increase on tariffs at nearby Mill Lane car park to encourage use of car park and premium cost for parking near High Street
Colchester	5 - Kendal Avenue and Miliary Road	Up to 30 mins £1.30 Up to 1 hour..... £2.40 Up to 2 hours..... £3.60 Up to 4 hours..... £4.50	Matches Britannia car park which is closer to city centre
Colchester	6 - St Johns Green Colchester	Up to 1 hour..... £2.40 Up to 2 hours..... £3.60 Up to 4 hours..... £4.50	Increase on tariffs from nearby St Johns MSCP
Braintree	7 – High Street and The Centre Halstead	Up to 1 hour..... £1.00	Based on nearest tariff at Halstead Town Council car parks
Braintree	8 - The Causeway Bocking End	Up to 1 hour..... £1.80 Up to 2 hours..... £2.80	Based on nearby Causeway House tariffs (weekends) with percentage increase
Braintree	9 - Newland Street Witham	Up to 1 hour..... £1.80	Based on nearby Newlands car park tariffs with percentage increase
Tendring	10 - Old Pier Street/Newgate Street Walton on the Naze	Up to 1 hour..... £1.80 Up to 2 hours..... £3.60	Based on High Street car park with a percentage increase

Authority Area	Site for Consideration	Proposed Tariffs	Reason
		Up to 4 hours £5.40	
Epping Forest	11 - Hartland Road and Upper Kendal Road	Up to 2 hours £2.20	Matches current on-street tariffs
Epping Forest	12 - Lower Kendal Road	Up to 1 hours £1.80 Over 1 hour up to 4pm £6.00	Matches current on-street tariffs
Epping Forest	13 - Traps Hill Loughton	Up to 1 hour £1.20 Up to 2 hours £2.20 Up to 3 hours £3.20 Up to 4 hours £4.20	Based on Traps Hill car park tariffs with percentage increase
Epping Forest	14 - Station Road Loughton	Up to 30 mins £0.60 Up to 1 hour £1.30 Up to 2 hours £2.20	Matches High Road Loughton on-street tariffs
Harlow	15 - Post Office Road	Up to 30 mins £0.80	No similar tariff in nearby car park to base the tariff on. Shortest stay in Post Office Road car park is up to 2 hours
Harlow	16 - Westgate	Up to 30 mins £0.80 Up to 1 hour £1.40	Consistency across the town centre
Harlow	18 - Wych Elm	Up to 30 mins £0.80 Up to 1 hour £1.40	No similar tariff in nearby car park to base the tariff on. Shortest stay in Wych Elm car park is up to 2 hours
Harlow	19 - Station Approach	Up to 1 hour £1.00 Up to 2 hours £2.00	Matches NCP car park at Harlow Station

Appendix D – Income Projections

The introduction of Payment at the kerbside is fundamentally to manage traffic and encourage appropriate use of off-street car parks for stays, and in order to manage the kerbside and reduce circulation of vehicles looking for parking by ensuring turnover of space.

There will also be savings in patrol times due to the reducing burden on officers having to return and check any limited waiting has not exceeded the time – which is a task completed by inspection. With a ticketed operation, the checks need only be made once, thus freeing up staff time to carry out other duties in a timely manner.

The projected income from these sites is as follows: –

Location	(£) Average estimate	(£) Higher Estimate
1 - Clarendon Way	9,372	9,678
2 - Middleborough	3,022	3,152
3 - Oxford Road	3,713	4,413
4 - Brook Street Dedham	3,054	4,056
5 - Kendal Avenue and Miliary Road	21,177	22,090
6 - St Johns Green Colchester	3,248	3,954
7 - High Street and The Centre Halstead	8,563	11,664
8 - The Causeway Bocking End	1,837	2,394
9 - Newland Street Witham	6,034	7,172
10 - Hartland Road and Upper Kendal Road	14,591	17,344
11 - Lower Kendal Road	3,249	3,861
12 - Traps Hill Loughton	1,414	1,785
13 - Station Road Loughton	11,190	13,924
14 - Post Office Road	942	1,190
15 - Westgate	1,863	2,318
16 - Wych Elm	2,358	2,978
17 - Station Approach	2,358	2,978

Total c. £98k income after cost of transactions (or £115k at the higher rate). The Average estimate has been selected in Appendix A.

A by-product of implementing a charging regime appropriate to the area is also an income.



North Essex Parking Partnership

Meeting Date: 21 December 2023

Title: **Forward Plan 2023-2024 and Meeting dates 2024-2025**

Author: Owen Howell – Democratic Services, Colchester City Council

Presented by: Owen Howell – Democratic Services, Colchester City Council

This report concerns the 2023-24 Forward Plan of meetings for the North Essex Parking Partnership, and meeting dates for 2024-25.

1. Recommended Decision(s)

- 1.1 To note and approve the North Essex Parking Partnership Forward Plan for 2023-24.
- 1.2 To approve the dates of Joint Committee meetings for 2024-25.

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. Additional items can be added at the Joint Committee's request, and when issues which arise during the year require consideration by the Joint Committee.

4. Rescheduled Reports

- 4.1 Officers have informed the clerk to the Joint Committee that the following three items, scheduled for the Joint Committee to receive on 21 December 2023, will not be ready for consideration. These have been rescheduled provisionally to the meeting scheduled for 21 March 2024. Reporting officers will seek to confirm that these will come to that meeting at the earliest possible point.

- Potential for introducing on-street pay and display in various districts*
- Whether to cease camera operations or how to make savings*
- Transformation/revised Business Development Plan overview*

5. Meetings; dates for 2024-25

5.1 The Joint Committee is asked to approve the following as dates and venues for its meetings in 2024-25, with each meeting to commence at 1pm. Venues rotate between member authorities of the NEPP, but can be altered if any are impractical for the partner authority in question.

- 20 June 2024, at Colchester Town Hall [already approved by Joint Committee]
- 14 November 2024, at Uttlesford District Council's offices (CB11 4ER)
- 23 January 2025, at Braintree District Council's offices (CM7 9HB)
- 20 March 2025, at Clacton Town Hall (CO15 1SE)
- 19 June 2025, at Colchester Town Hall (CO1 1PJ)

6. Appendices

5.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2023-24.

NORTH ESSEX PARKING PARTNERSHIP (NEPP)
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2023-24

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	8 June 2023, 10am Microsoft Teams - online	22 June 2023 1.00pm, Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit	Hayley McGrath (CCC)
			Annual Review of Risk Management	Hayley McGrath (CCC)
			NEPP Financial Update	Richard Walker/
			Fees and Charges 2023-24	Richard Walker (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan '23/24	Owen Howell (CCC)
Joint Committee for On Street Parking	26 October 2023, 10am Microsoft Teams - online.	9 November 2023 1.00pm, Venue: Clacton Town Hall, Clacton-on-Sea, CO15 1SE	Technical report and Traffic Order Scheme Prioritisation	Jason Butcher (PP)
			Financial Report	Richard Walker/
			Enforcement Discretion and Cancellation Policy	Jason Butcher (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan '23/24	Owen Howell (CCC)
Joint Committee for On Street Parking	7 December 2023, 10am Microsoft Teams - online	21 December 2023 1.00pm, Venue: Council Chamber, Epping Forest District Council CM16 4BZ	NEPP Financial Update	Richard Walker (PP)
			Potential for introducing on-street pay and display in various districts	Jason Butcher (PP)
			Draft Budget/Business Plan for 2024/25*	Richard Walker (PP)
			Whether to cease camera operations or how to make savings*	Jake England (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
			<p>Transformation/revised Business Development Plan overview.*</p> <p>Obstructive Parking Update</p> <p>Forward Plan '23/24 and' 24/25 Dates</p>	<p>Richard Walker/ Jake England (PP)</p> <p>Richard Walker (PP)</p> <p>Owen Howell (CCC)</p>
Joint Committee for On Street Parking	<p>7 March 2024, 10am</p> <p>Microsoft Teams - online</p>	<p>21 March 2024 1.00pm,</p> <p>Venue: Harlow Civic Centre, The Water Gardens, College Square, Harlow CM20 1WG</p>	<p>NEPP Financial Update</p> <p>Potential for introducing on-street pay and display in various districts*</p> <p>Whether to cease camera operations or how to make savings*</p> <p>Transformation/revised Business Development Plan overview.*</p> <p>Obstructive Parking Update</p> <p>Forward Plan '23/24</p>	<p>Richard Walker (PP)</p> <p>Jason Butcher (PP)</p> <p>Jake England (PP)</p> <p>Richard Walker/ Jake England (PP)</p> <p>Richard Walker (PP)</p> <p>Owen Howell (CCC)</p>
Joint Committee for On Street Parking	<p>6 June 2024, 10am</p> <p>Microsoft Teams - online</p>	<p>20 June 2024 1.00pm,</p> <p>Venue: Colchester Town Hall, High Street, Colchester</p>	<p>Annual Governance Review and Internal Audit</p> <p>Annual Review of Risk Management</p> <p>NEPP Financial Update</p> <p>Obstructive Parking Update</p> <p>Forward Plan '24/25</p>	<p>Hayley McGrath (CCC)</p> <p>Hayley McGrath (CCC)</p> <p>Richard Walker (PP)</p> <p>Richard Walker (PP)</p> <p>Owen Howell (CCC)</p>

NB: Items marked with an asterisk are being provisionally scheduled, but may need to come to a later meeting in the calendar if the necessary information is not available for the report writing process to go ahead for inclusion at the meeting against which they appear above.

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