



North Essex Parking Partnership

Joint Committee On-Street Parking

Braintree District Council Offices,
Causeway House, Bocking End,
Braintree, CM7 9HB

19 March 2020 at 1.00 pm

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

North Essex Parking Partnership

Terms of Reference of the Joint Committee

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

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

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

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

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

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

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

The Joint Committee has the following specific responsibilities:

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

Strategic Planning

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

Committee Operating Arrangements

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

Service Delivery

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

Monitoring

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

Decision-making

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

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

Accountability & Governance

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

**North Essex Parking Partnership
Joint Committee Meeting – On-Street**
Thursday 19 March 2020. Braintree District Council
Offices CM7 9HB

Agenda

Attendees

Executive Members:-

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

Officers:-

Michael Adamson (Parking Partnership)
Lou Belgrove (Parking Partnership)
Liz Burr (Essex County Council)
Rory Doyle (Colchester)
Qasim Durrani (Epping Forest)
Lisa Hinman (Parking Partnership)
Owen Howell (Colchester)
Linda Howells (Uttlesford)
Samir Pandya (Braintree)
Miroslav Sihelsky (Harlow)
Ian Taylor (Tendring)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
James Warwick (Epping Forest)

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 19 March 2019.

1-8

6. Update on deferred decisions on bids for Reserve Funding

This item relates to two bids for reserve funding which the Committee had deferred from its previous meeting on 9 January 2020.

Verbal

North Essex Parking Partnership

- | | | |
|--|------------------------------|---------------------|
| <p>7. On-street Budget update
 This report asks the Committee to review and comment on the on-street budget update, as of the end of Period 11 (February) and outturn forecast for 2019-20.</p> | <p>Lou Belgrove</p> | <p>9-10</p> |
| <p>8. Permit Prices 2021-22
 The Committee will be asked to approve changes to permit prices across the next two financial years to 2022.</p> | <p>Lou Belgrove</p> | <p>11-16</p> |
| <p>9. NEPP Agreement - Park & Ride Report
 The Committee is asked to formalise the Partnership with Park & Ride adding it into the current Agreement, for the purpose of patrolling and including MiPermit ticketing.</p> | <p>Richard Walker</p> | <p>17-18</p> |
| <p>10. Restrictions, Junctions and ParkSafe School Zones for 3PR support
 The Committee is asked to adopt different styles of restrictions, where suitable, and particularly around school sites where the 3PR scheme requires additional support, near road junctions, and in other cases which score sufficiently to warrant action and where expediency is required.</p> | <p>Richard Walker</p> | <p>19-26</p> |
| <p>11. NEPP beyond 2022 - Strategic Positioning Report
 This report asks the Committee to decide the future choice for operating beyond the end of the current Agreement on 31 March 2022 to be its preferred option.</p> | <p>Richard Walker</p> | <p>27-34</p> |
| <p>12. NEPP Policies Report
 The Committee is asked to review and approve any amendments for the policies recommended by its Client Officers.</p> | <p>Richard Walker</p> | <p>35-36</p> |
| <p>13. Forward Plan 2019-20
 To note the North Essex Parking Partnership Forward Plan for 2019-20 and approve the proposed 2020-21 dates for Joint Parking Committee meetings.</p> | <p>Owen Howell</p> | <p>37-39</p> |

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

**9 January 2020 at 1.00pm
Council Chamber, Epping Forest District Council**

Members Present:

Councillor Nigel Avey (Epping Forest District Council)
Councillor Richard Van Dulken (Braintree District Council)
Councillor Deryk Eke (Uttlesford District Council)
Councillor Mike Lilley (Colchester Borough Council)
Councillor Robert Mitchell (Essex County Council) (Chairman)
Councillor Danny Purton (Harlow District Council)
Councillor Michael Talbot (Tendring District Council)

Substitutions:

None.

Apologies:

None.

Also Present:

Richard Walker (Parking Partnership)
Michael Adamson (Parking Partnership)
Lou Belgrove (Parking Partnership)
Jason Butcher (Parking Partnership)
Danielle Northcott (Parking Partnership)
Liz Burr (Essex County Council)
Qasim Durrani (Epping Forest District Council)
Samir Pandya (Braintree District Council)
Miroslav Sihelsky (Harlow Council)
Ian Taylor (Tendring District Council)
Alexandra Tuthill (Colchester Borough Council)

54. Minutes

RESOLVED that the minutes of the Joint Committee meeting held on 3 October 2019 were confirmed as a correct record, subject to the following amendments:

- a) Page 1, Members present: Add note to indicate that Councillor Robert Mitchell was Chairman.
- b) Page 5, paragraph 3: re-wording of the sentence to make its meaning clear.

55. NEPP Reserve Fund and Work Programme

Richard Walker, NEPP Group Manager, and Jason Butcher, NEPP Project Manager, introduced the report and the bids which had been received for funding from the Partnership's reserve fund.

The Group Manager particularly drew attention to the history of the NEPP, which had been founded to address and bring down the deficit which had been built up when parking services were provided directly by the County Council. That the Partnership had eradicated the deficit and built up a reserve of over £1million was a sign of success, and the reason why this item had become possible. A balanced revenue budget had been maintained, with reserves kept as an operational contingency fund which would be used to cover any unforeseen operating costs.

The operational contingency fund would continue to be held in reserve, ringfenced from the reserves being bid for. It was further recommended that £200k of the project reserve be held aside for use in case any projects needed extra funding for completion.

Since the previous Committee Meeting, the Project Manager had met with Client Officers to help identify and frame bids for funding. In the course of reviewing bid submissions, it was decided to add the category 'conditional approval' for bids which required some extra work or information gathering to be carried out before final approval, which would be delegated to the Chairman.

A summary of the bids received was given, with the scoring criteria being applied to produce recommendations to approve, reject, defer or grant conditional approval to each bid. Officers were asked whether the scoring criteria would be amended to include a scoring criterion relating to the environmental impacts of schemes. The Joint Committee asked whether such a criterion should be retrospectively applied to bids received. Officers explained that the scoring process would be fine tuned and improved for future bids, but that retrospective re-scoring of existing bids would cause delays and make it impossible to gain 'quick wins.'

The bids recommended for approval were discussed, beginning with bids one and two for car park extensions from Uttlesford District Council of 30 spaces and 27 spaces respectively.

In answer to questions from the Committee, officers showed that payback would be possible from bids one and two, and that they should have the effect of reducing demand for on-street parking. It was confirmed that there would be no land purchase required for either bid, as the land was already owned by the District and Parish Council's respectively, and that the District Council would pay back to the Parking Partnership 10% of the income from the additional spaces for the first five years. It was queried whether repayments would continue on those schemes, should the funding not be repaid fully over the first five years. A request for clarification on this point was made, and it was stressed that any terms for repayment should be formally codified to ensure certainty.

A more general point was made that some schemes would have wider positive impacts on parking in general, both within the bidding local authority and, in some cases, across the region.

Clarification as to the nature of scheme five was given, that being a bid to repurpose land adjacent to St Mary's Car Park Colchester, currently derelict, and use it as parking for residents. It was explained that this area was next to a public car park but was not part of it and so would not be providing a direct payback to the Parking Partnership in the way schemes one and two would.

The Committee were asked to consider whether they wished to approve *en bloc* the schemes recommended for approval.

One of the client officers argued that more detail was needed on bids received and on questions relating to timescales and ability to absorb unexpected costs. The Project Manager explained that general detail was supplied in the initial bids, but that it was understood that timelines and project plans would need to be drawn up for approved schemes, and that these could be reported to the Joint Committee through the existing Operational Report.

A member of the Joint Committee cautioned that giving an en-bloc approval would increase the risk that important questions may not be asked, leading to problems later in the process. It was again stressed that, if approved, all schemes proposed would need more work before they would proceed. The schemes for fixed school cameras (scheme 18) and parking bay sensors (scheme 16) were picked out and the further work which would be required, if the schemes were approved.

The Chairman recommended that the Joint Committee approve all bids which had been marked as recommended for approval. There was an understanding that additional work will then be carried out to provide additional details required and clarify such issues such as whether and what repayments are to be made back into reserves e.g. from increased parking revenues.

To avoid lengthy delays in commencing work, it was recommended and agreed that schemes marked for approval should be approved and the Joint Committee then notified should any significant problems or issues with any of them emerge in the future.

The 'conditional approval' recommendations for bids three, four and nine were explained, these bids involving proposals for implementation of variable messaging signage (VMS). More information was required as to the extent of signage required. Should conditional approval be granted, and once the additional information had been obtained, project plans drawn up and full contract value ascertained, these would be presented to the Joint Committee's Chairman for final approval. A Committee member noted that there had been some confusion in comments on these bids, and the Project Manager gave assurance that this would be rectified.

The Chairman stressed the need for deliverability to be shown for VMS and other long-term schemes. It was explained by the Project Manager that Scheme four was less comprehensive than scheme three, due to some VMS already being used in Colchester. However, this was counterbalanced by the fact that there were more routes into Colchester.

The recommendation to defer a decision on scheme 11 (formulate a Parking Strategy for Epping Forest) was explained. The initial recommendation for deferral had arisen from a need for additional information to be provided; this had been resolved and the Group Manager and Project Manager confirmed that the scheme could now be recommended for approval.

The Committee requested an explanation as to why this scheme was costed at an estimated £30k, when the Parking Partnership had assisted in the formulation of a Parking Strategy for Colchester without levying additional charges to that authority. The Group Manager explained that the £30k represented the cost of officers' time, and the duties which had to be forgone in order to assist with the Parking Strategy formulation. It was further explained that the cost of the support provided to help Colchester draft a Parking Strategy had been covered by the contributions that Colchester Borough Council had already made to the Parking Partnership.

It was confirmed that the Parking Strategy formulation for Epping Forest would be a significant, substantial and complex project, given the number of issues and variables at play.

The Joint Committee agreed to grant provisional approval to scheme 11.

The Project Manager explained why bids for funding to assist the installation of electric vehicle (EV) chargepoints had been recommended for rejection. These were schemes 12 and 21. He stated that a framework is available and free-to-the-council which could be implemented rather than bringing individual EV charging schemes for approval.

The approach to EV charging taken by Epping Forest District Council was outlined. Officers had explored options for chargepoints to be managed by an electricity supplier, with payments collected by the Council, thus avoiding punitive rates being charged. Exploratory work had been carried out, but it had then been decided that the Council would not proceed with this.

The recommendation to defer a decision on scheme 13 (St. John's Road Sports Centre – TRO works) was explained, in light of the sports centre development itself having yet to receive approval. It was explained that the work on TROs would include Traffic Regulation Orders from around that area, as these had been found to be no longer effective. The Project Manager advised that it may be better to submit the Sports Centre TRO works and a general review of TROs in the area as two different bids for funding.

Scheme 22 was recommended for deferral. As a proposed extension of the Harlow Town Park Car Park, the Project Manager advised that this scheme bid should be expanded to show the payback (business case) which could be possible. This scheme could then be resubmitted for consideration and would likely score significantly more highly.

The Joint Committee was informed that scheme 23 had erroneously been marked as recommended for approval on the summary sheets, when it should have been recommended for deferral. The issue at play was one involving the mapping software used by the NEPP and which needed resolving before approval could be recommended.

The benefits of using current software to record data relating to the effects of, and any transgressions against, Traffic Regulation Orders (TROs) were discussed, and the Group Manager confirmed that much data collection occurred and that it was important to move the Partnership's use of data forward, and to best utilise the information that was collected. This was especially important, given the likelihood that there will be greater statutory requirements towards transparency and provision of data in the future.

The potential ramifications of scheme 18 (fixed school cameras) were discussed. The current situation is that the Partnership uses cameras on top of mobile units, rather than fixed position cameras. The Group Manager expanded upon this to say that the use of fixed camera points allowed the more versatile mobile units to be redeployed to areas of greater need. Once the fixed cameras had been in place long enough for schools to establish high compliance with traffic markings, cameras could potentially be redeployed to more problematic sites.

The scheme and system proposed would give the maximum possible flexibility for camera placement. The Joint Committee expressed their support for this approach.

Members of the Joint Committee questioned the arrangements and specific details of scheme 16 (on-street parking bay sensors). The Project Manager explained that the proposed use of sensors would allow for up-to-date information on availability to be provided to users e.g. to Blue Badge holders. The data collected would also prove useful in allowing TROs and parking bay placements to be tailored to better meet demand.

Sensors could be installed wherever they were warranted and, once buried, the sensors proposed for use did not protrude above the level of the road.

RESOLVED by the Joint Parking Committee that:

- (a) Provisional approval be granted to bids 1, 2, 5, 6, 7, 8, 10, 11, 14, 15, 16, 17, 18, 19 and 20
- (b) Conditional approval be granted to bids 3, 4, and 9.
- (c) Decisions on bids 13 and 22 be deferred.
- (d) Bids 12 and 21 be rejected.

56. On-street Financial Report

Lou Belgrove, Business Manager for the Parking Partnership, presented the report, which presented the finances of the Partnership as on 17 December 2019, period P9. It was noted that costs continued to be covered, and reserve levels preserved.

RESOLVED that the Joint Parking Committee had noted the On-street Financial Report.

57. Disabled Parking Bay Service

Richard Walker, Partnership Group Manager, introduced the proposal for the Parking Partnership to take on site inspection, TRO and delivery functions of the discretionary disabled parking bay service, currently provided directly by Essex County Council.

It was clarified that this was the part of the service which covered the installation and maintenance of discretionary bays and an outline decision was sought as to whether the Parking Partnership should take on this service provision.

The Committee members discussed the proposal, as stated in the report, and questioned the proposed arrangements for the potential transfer of responsibilities to the Parking Partnership.

Concern was raised that, whilst there were good reasons for the move to be considered, this would involve the Partnership providing personal services for the individuals requesting the bay installations.

The Partnership had not provided such a service before, and this would require collecting input from doctors and dealing with potential objections from neighbours. Community buy-in would be needed and concern was expressed that this would lead the Partnership away from its current and key responsibilities and into an activity which involved neighbourhood politics and disagreements, and potentially financially unviable community work as part of the process of installing new bays.

Members highlighted that there was currently a two- to three-year delay in getting disabled bays installed, which indicated that a large backlog would need to be taken on, in addition to the maintenance of existing bays. The member further

request information as to what the increase in issued blue badges had been following the extension of the scheme to cover those with 'hidden' disabilities, and information as to the additional staff and funding that the Partnership would be given in order to carry out the additional duties. Liz Burr, Senior Road Safety Officer at Essex County Council (ECC), gave assurance that ECC would clear the backlog before the service was transferred to the Parking Partnership. There would be a TUPE implication for the two members of staff who would transfer into the Partnership. The potential for a trial period was discussed, to first see how the service could work if operated by the Parking Partnership and the Group Manager confirmed that what was being sought was an 'approval in principle' decision. Members requested information on the expected financial impact of taking on provision of disabled parking bays and were told that a trial period would show the financial and efficiency implications of taking on the provision of this work stream.

Another member highlighted the extended length of time it took to have bays installed in rural locations and posited that if the Partnership could take on the service without incurring a financial penalty, it would make sense to do so if this would decrease the delay and increase the overall efficiency of the service.

The Chairman clarified that, in most instances where TROs and disabled bays are implemented in an area, the cost of implementing a TRO is the expensive element, in comparison to the bay/s. The Group Manager concurred and explained that, if the proposal were to be accepted, parts of the TRO discovery process will become more cost effective, easier and less costly than is currently the case. The key issue with this was identified as being where the budget for such works currently sits. He expressed the view that more information was needed about effects on the Partnership's budget and the view that more information is needed, but at the same time agreed that it made sense to take on the service, given the current work of the Partnership, and the future of the NEPP.

The Chairman expressed his support for seeking synergies and benefits from co-located working on TROs and disabled bays and moved that a trial be run, with the two officers who work on disabled parking bays to work alongside the NEPP TRO team, and the situation monitored over the coming few months, with feedback, performance and financial outcomes being reported back to the Joint Committee in March 2020.

The Joint Committee agreed that more information was needed and requested that the information gathered during the trial period be provided at its March meeting, and that additional information on blue badge application numbers be also provided, to allow a discussion as to the expected numbers of disabled parking bays expected in the future. Liz Burr agreed to see and provide the information on this.

RESOLVED that:

- (a) A trial be carried out to provide evidence of any efficiency and financial effects from taking on the provision of disabled parking bay installation and administration

- (b) A decision on this item be deferred until the Committee meeting on 19 March, when evidence can be presented to show the likely effects, and when evidence can be given relating to levels of demand/blue badge uptake.

58. Obstructive and Footway Parking Policy

Richard Walker, Partnership Group Manager, gave an update to inform the Committee that no further news or progress had been seen from Government since the Transport Select Committee had reported back in October 2019. The Partnership had laid out the considerations made in preparation for decriminalisation, and the behaviours which would and would not be subject to enforcement. This was a key part of perception management, to ensure that there was a good level of public understanding as to the Partnership's actions in the event of decriminalisation.

The Group Manager explained the general policy, considerations made of proposed exemptions and exceptions and the hierarchy of control, showing where enforcement would be likely to be considered.

The Committee noted that a final decision could not be taken until obstructive footway parking had been decriminalised, but that it was appropriate to set out general rules now, preparing people for enforcement changes and showing Government that the Partnership was ready to take on enforcement duties. By leading from the front, and in partnership with other members of the British Parking Association, it was considered that the putting in place of necessary policies would encourage Government to act. It was considered that such action would not be taken before June, thus giving time for policies to be fine-tuned, including on the exemptions and exceptions to ensure enforcement is appropriate to circumstances, including the type of street or area. More work would also be carried out on the hierarchy table.

RESOLVED that the Committee had noted the report, were satisfied with the draft policy and approved further work to be carried out on it in readiness for decriminalisation.

59. Forward Plan 2019-20

The Committee noted that an item had been scheduled on the future of the Partnership, post 2022, for the meeting on 19 March.

RESOLVED that the Forward Plan 2019-20 be approved.



North Essex Parking Partnership

Meeting Date: 19th March 2020
Title: On-Street Financial Report
Author: Lou Belgrove, NEPP Business Manager
Presented by: Lou Belgrove, Richard Walker

The report sets out the financial position of the Parking Partnership to the end of period 11 2019/20 (February 2020) and proposed budget for 2020/21.

1. Decision(s) Required

- 1.1. Note the financial position to the end of period 11 of 2019/20.
- 1.2. Decide the Parking Partnership budget for 2020/21.

2. Reasons for Decision(s)

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

3. Alternative Options

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

4. Supporting Information

- 4.1. A table is attached to show the current position. Income is presently forecast to exceed expectations and is shown in the attached table including the year-end debtor. Expenditure is presently on track, recognising the need to cover the cost of the TRO function.
- 4.2. Budgets have been set at a level which reflects the experience and trends over the past operating years, and these are felt to be broadly achievable, and include for year-end adjustments.

5. Financial Implications

- 5.1. Overall financial performance currently suggests an operating net out-turn of £169k.
- 5.2. The income collected from Penalty Charge Notices and Pay and Display areas remains on track at present. Income from resident parking is currently forecasting slightly over budget. It is important that this area continues to cover its costs and supports environmental concerns. A revised plan for resident permit pricing is reported separately.

6. Standard References

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

Appendix A – On-Street account to end P5 overleaf

Period 11 - February 2020	A	B	C	D	E	FY DL	G	2020/2021 New Year	Notes
<i>Provisional Outturn</i>	2018/2019 Last Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	2020/2021 New Year	
	Actual	Actual to date	Budget to date	Variance to date	Forecast outturn	Annual budget	Projected variance	Budget	
On-street Account									
Direct costs									
Expenditure									
Employee costs:									
Management	69	67	63	4	72	69	3	81	Parking Services Mgt Team staff costs and management a/c
CEOs & Supervision	1,184	1,175	1,225	(50)	1,272	1,336	(64)	1338	CEOs & Supervisor staff & costs; small vacancy u/spend
Back Office	328	346	319	27	375	348	28	387	Back Office staff costs
TRO's	126	117	119	(1)	123	130	(7)	172	TRO team staff costs
Premises / TRO Maintenance costs	153	205	165	40	211	180	31	190	R&M budget (seasonal: small expenditure anticipated)
Transport costs (running costs)	34	25	25	(1)	30	28	2	29	Fuel, public transport etc
Supplies & Services	542	452	367	85	525	401	124	597	General expenditure; includes ParkSafe car IT & TRO costs
Third Party Payments	28	34	40	(5)	44	44	0	53	Chipside and TEC bureau costs
	2,463	2,420	2,322	99	2,651	2,534	117	2,847	In Year Service expenditure total
Income									
Penalty Charges (PCNs)	(1,965)	(1,606)	(1,626)	20	(2,021)	(1,773)	(248)	(2,083)	PCNs - revised due to CEO deployment (£1,965 Last Yr) - weather
Parking Permits/Season Tickets	(807)	(827)	(600)	(227)	(857)	(655)	(202)	(859)	Visitor Permits - includes new areas and fee increase last yr
Parking Charges (P&D etc)	(348)	(331)	(299)	(32)	(347)	(326)	(21)	(363)	Pay & Display - includes additional area and new fees
Other income	(43)	(13)	(47)	34	(23)	(51)	28	0	Misc - other works undertaken - billed at end of work
	(3,163)	(2,777)	(2,572)	(205)	(3,249)	(2,805)	(443)	(3,305)	In Year Service income total
Total Direct Costs	(700)	(357)	(250)	(106)	(597)	(272)	(326)	(458)	In Year Service net expenditure
Total Non-direct Costs	441	458	458	0	458	458	0	458	Corporate costs added (see table)
Sub total (in year operation)	(259)	101	208	(106)	(169)	186	(326)	0	Red is surplus = to be added to reserve
					In Year Outturn		In Year Swing		



North Essex Parking Partnership

Meeting Date: March 2020
Title: Permit Prices 2021-2022
Author: Lou Belgrove, Business Manager
Presented by: Lou Belgrove

The report sets out recommendations for changes to permit prices, across all districts for 2021 and 2022.

1. Recommended Decisions

- 1.1. To approve changes to permit prices across the next two financial years to 2022.
- 1.2. To note that changes to 'pay to park' prices across the next two financial years to 2022 may occur, 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. 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.
- 2.3. 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 if further schemes continue to be introduced.
- 3.2. Whilst more schemes will attract further income through permit sales, they would 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 its 2011 Business Plan 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 now continues to 2022. Prior to this, prices were agreed on an ad-hoc basis.
- 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.
- 4.6. 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.
- 4.7. 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

- 4.8. Parking Management, especially at the kerbside, aims to reduce congestion, helping drivers find spaces quickly and easily. Pay to Park bays on the street are not designed for long-term parking and the prices set at a point to encourage the use of car parks.
- 4.9. 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 will provide a further source of income.
- 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 have been set by Officers 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 the pricing structure in regard to Internal Combustion Engine (ICE) vehicles compared to that of Electric Vehicles.

Appendix A:

Table of Prices - Agreed pricing strategy to 2018 & proposed strategy from 2021 - 2022

Parking Order:		Braintree							
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022	
Resident Permit	£43.00	£45.00	£48.00	£50.00	£53.00	£55.00	£55.00	£55.00	
Second Resident Permit (where available)	£55.00	£60.00	£65.00	£70.00	£75.00	£80.00	£85.00	£90.00	
Third Resident Permit	By discretion only on application						£110.00	£120.00	
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£25.00	£30.00	
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50	
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00	
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00	
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00	
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00	
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	
Parking Order:		Colchester							
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022	
Resident Permit	£62.00	£63.00	£64.00	£65.00	£67.00	£68.00	£68.00	£68.00	
Second Resident Permit (where available)	£78.00	£80.00	£80.00	£80.00	£83.00	£85.00	£88.00	£90.00	
Third Resident Permit	Not available in CBC district						n/a	n/a	
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£25.00	£30.00	
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50	
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00	
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00	
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00	
Business Permit – 3 months	£110.00	£110.00	£110.00	£110.00	£114.00	£118.00	£120.00	£122.00	
Business Permit - Yearly (18 in total)	£440.00	£440.00	£440.00	£440.00	£450.00	£460.00	£470.00	£480.00	
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00	
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	
Dedham Exemption Certificate (15 issued)	£24.00	£24.00	£24.00	£24.00	£25.00	£25.00	£25.00	£25.00	
Colchester & Tendring Womens Aid (9 issued)	£104.00	£104.00	£104.00	£104.00	£105.00	£105.00	£105.00	£105.00	
Colchester High School (42 issued)	£33.00	£33.00	£33.00	£33.00	£34.00	£35.00	£38.00	£40.00	
Hamilton School (35 issued)	£104.00	£104.00	£104.00	£104.00	£105.00	£105.00	£105.00	£105.00	
Kingswode Hoe School (10 issued)	£104.00	£104.00	£104.00	£104.00	£105.00	£105.00	£105.00	£105.00	
Walsingham Road resident season ticket - Yearly (2 iss.)	£203.00	£203.00	£203.00	£203.00	£204.00	£206.00	£208.00	£210.00	
Walsingham Road resident season ticket – 6 months	£110.00	£110.00	£110.00	£110.00	£102.00	£103.00	£104.00	£105.00	
Motorcycle	£25.00	£25.00	£25.00	Discontinued					
Parking Order:		Harlow							
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022	
Resident Permit	£33.00	£35.00	£38.00	£40.00	£42.00	£43.00	£43.00	£43.00	
Second Resident Permit (where available)	£65.00	£70.00	£75.00	£80.00	£85.00	£90.00	£90.00	£95.00	
Third Resident Permit	By discretion only on application						£120.00	£130.00	
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£25.00	£30.00	
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50	
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00	
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00	
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00	
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00	
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	
Parking Order:		Tendring							
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022	
Resident Permit	£50.00	£53.00	£55.00	£58.00	£60.00	£63.00	£63.00	£63.00	
Second Resident Permit (where available)	£62.00	£65.00	£68.00	£70.00	£75.00	£80.00	£85.00	£90.00	
Third Resident Permit	By discretion only on application						£100.00	£110.00	
Visitor Permits (sheet of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£25.00	£30.00	
Visitor Permits - MiPermit (digital system)	£15.00	£15.00	£15.00	£15.00	£11.00	£11.50	£12.00	£12.50	
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00	
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00	
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00	
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00	
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	

Parking Order:	Uttlesford							
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00
Second Resident Permit (where available)	£105.00	£105.00	£105.00	£105.00	£103.00	£102.00	£103.00	£105.00
Third Resident Permit	By discretion only on application						£170.00	£180.00
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£25.00	£30.00
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00
Parking Order:	Epping Forest							
Scale of Existing Charges	2015	2016	2017	2018	2019	2020	2021	2022
Resident Permit	£43.00	£45.00	£48.00	£50.00	£53.00	£55.00	£55.00	£55.00
Second Resident Permit (where available)	£78.00	£80.00	£80.00	£80.00	£83.00	£85.00	£88.00	£90.00
Third Resident Permit	By discretion only on application						£170.00	£180.00
Visitor Permits (pack of 10) up to 24hr	£15.00	£15.00	£15.00	£15.00	£20.00	£20.00	£25.00	£30.00
Visitor Permits - MiPermit (digital system)	£10.00	£10.00	£10.00	£10.00	£11.00	£11.50	£12.00	£12.50
Visitor Permits - 6 hours - MiPermit only			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
Replacement for lost or stolen permit	£15.00	£15.00	£15.00	£15.00	£22.00	£23.00	£24.00	£25.00
Dispensation/Suspension Permit – First Day	£22.00	£22.00	£22.00	£22.00	£23.00	£24.00	£25.00	£25.00
Dispensation/Suspension other days (up to 7 days)	£10.00	£10.00	£10.00	£10.00	£10.50	£11.00	£11.50	£12.00
Business Permit – monthly	£45.80	£45.80	£45.80	£45.80	£48.00	£50.00	£52.00	£54.00
Business Permit – 3 months	£122.50	£122.50	£122.50	£122.50	£127.00	£130.00	£134.00	£138.00
Business Permit - Yearly (18 in total)	£428.00	£428.00	£428.00	£428.00	£440.00	£454.00	£468.00	£482.00
Trader's Permit (annual)	£300.00	£300.00	£300.00	£300.00	£250.00	£230.00	£220.00	£210.00
Discretionary permit(s) (subject to conditions)	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00

Appendix B:

Parking Order:	Colchester				
Scale of Existing Charges	2018	2019	2020	2021	2022
Station Road - Marks Tey					
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
Parking Order:	Epping				
Scale of Existing Charges	2018	2019	2020	2021	2022
Queens Road - Buckhurst Hill					
Up to 30 mins	£0.10	£0.20	£0.30	£0.40	£0.50
Up to 1 hour	£0.65	£0.75	£0.85	£0.95	£1.00
Up to 2 hours	£1.30	£1.40	£1.50	£1.60	£1.70
High Road - Loughton					
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
Rectory Lane - Loughton					
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	£4.00	£4.10	£4.20
Oakwood Hill - Loughton					
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	£4.00	£4.10	£4.20
Ladyfields - Loughton					
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	£4.00	£4.10	£4.20
Kings Green - Loughton					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30
Lenthall Road - Loughton					
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	£4.00	£4.10	£4.20
Parking Order:	Tendring				
Scale of Existing Charges	2018	2019	2020	2021	2022
Harwich Quay					
Up to an hour	£1.00	Agreed to match tariff set by TDC in adjacent bays to avoid customer confusion			
Up to 2 hours	£2.20				
Up to 4 hours	£3.50				
Over 4 hours	£5.00				
Parking Order:	Uttlesford				
Scale of Existing Charges	2018	2019	2020	2021	2022
Abbey Lane, Castle Street, East Street etc - Saffron Walden					
Up to 1 hour	£0.90	£1.00	£1.10	£1.20	£1.30

Appendix C:

	Braintree	Colchester	Epping Forest	Harlow	Tendring	Uttlesford
Current cost of Third permit - 2019/20	£105.00	N/A	£160.00	£110.00	£93.00	£157.50



North Essex Parking Partnership

Meeting Date: 19 March 2020
Title: NEPP Agreement - Park & Ride Report
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker

This report requests that the Committee decides the addition of management of Colchester Park & Ride ticketing and patrols to the current Agreement.

1. Recommended Decision(s)

- 1.1. The Committee is asked to formalise the Partnership with Park & Ride adding it into the current Agreement, for the purpose of patrolling and including MiPermit ticketing.

2. Reasons for Recommended Decision(s)

- 2.1. To ensure the effective management of the Park & Ride site in Colchester.

3. Alternative Options

- 3.1. NEPP was asked, at short notice, to assist with a ticketing solution when existing contracts ended. MiPermit has been extended to the site with parking and MiPermit off-bus ticketing solutions being provided.
- 3.2. Alternatives were to provide ticket machines and/or separate unrelated phone payment systems or paper tickets. MiPermit is common with the parking solution across Essex.

4. Supporting Information

- 4.1. Essex County Council, with assistance from the NEPP, has implemented a Parking Order on to prevent against improper use of the site and formalise payment options.
- 4.2. The NEPP would provide patrols on site to ensure correct use of the site, compliance with the order and to protect revenue.

5. Environmental Considerations

- 5.1. Park & Ride reduces traffic in towns and effects modal shift. In supporting the Park & Ride, the NEPP demonstrates its commitment to invest in parking-related improvement schemes, reducing paper use and supporting sustainable alternatives.

6. Benefit of Work to ECC

- 6.1. No cost, delivered ticketing, etc

7. Standard References

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

7.2. An Equality Impact Assessment for the operations is set out at this link:

<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC%20-%20How%20The%20Council%20Works%20-%20Environmental%20Equality%20Impact%20Assessments%20-%20North%20Essex%20Parking%20Partnership.pdf>

Meeting Date: 19 March 2020

Title: Restrictions, Junctions and ParkSafe School Zones for 3PR support

Author: Richard Walker, NEPP Group Manager

Presented by: Richard Walker



This report presents restriction types that can be used since changes to legislation, and suggests a way to speed up implementation, and make additional schemes. The report asks the Committee:

- to note the progress with the 3PR educational scheme;
- to decide to adopt a new ParkSafe category and timescale for schemes in addition to the six-per-district made using the Socially Necessary process.
- to note delegation to be used to implement a new category of ParkSafe restrictions near schools, at junctions and in other areas where expediency is required.

1. Recommended Decision(s)

- 1.1. Note the progress with the 3PR educational scheme and the process for additional support set out below.
- 1.2. Decide to adopt a new fourth tier category and process for 'ParkSafe' restrictions (school sites where the 3PR scheme requires additional support; near road junctions; and in other cases which score sufficiently to warrant action) where expediency is required, beside the existing processes set out in paragraph 3.2.
- 1.3. Note that the existing delegation to the Chairman of the Committee, in conjunction with officers, set out at paragraph 5.4, allows NEPP to devise, advertise and install new restrictions in the new category and help expedite these and free up slots in the fifth tier.

2. Reasons for Recommended Decision(s)

- 2.1. For good governance and to ensure the effective future operation of the Partnership.
- 2.2. To maximise the benefits when parking orders are being maintained or revised, to implement warranted schemes sooner than could otherwise be the case, to ensure the timely delivery of appropriate restrictions and safety measures.

3. Alternative Options

- 3.1. During the compilation of this report, a number of alternatives were discussed including taking a national view and that of other leading parking specialists. The report brings together the most realistic mix of options for decision.
- 3.2. Alternative measures (Safety, Congestion, New Development and Socially Necessary), with their intervention levels, are set out in the TRO Policy.

4. Restriction types that may now be used

- 4.1. In addition to the widely installed Double and Single Yellow Lines and School Keep Clear zig-zags, recent regulatory reform has enabled local authorities to make use of Single or Double Red Lines. Red lines mean “no stopping, no loading and no waiting” – and are the same level of restriction as rural clearways. Single Red Lines can be installed for part-time rules.
- 4.2. Double Red Lines can also replace School Keep Clear zig-zags as they carry the same meaning, without requiring so much maintenance or signage, and can be used in longer lengths than the School Keep Clear zig-zag markings.
- 4.3. These restriction types can also reduce signage clutter and maintenance costs since the lines are to the side and not within the main running lane, unlike zig-zags, do not require additional kerb markings, and in most cases do not require additional signage.
- 4.4. Each sign that can be saved will reduce the cost by between £130 and £170. Each zig-zag combination (43.56 metres) costs £195 to re-mark; and additional double kerb markings for loading restrictions around £25 per 100m. As a comparison, red lines can be installed at £390 per hundred meters of double line.
- 4.5. It is likely that the fixed ParkSafe CCTV project will include Red Route in the package of supporting measures, to be used alongside 3PR schemes.
- 4.6. An example of how a Red Route School Zone might be applied is shown in Appendix B.

5. Shortening the Application Process

- 5.1. The Joint Committee has previously delegated the authority (see paragraph 6) to officers who are currently able to advertise a Traffic Regulation Order (TRO) when a request is received, where a school site already benefits from school keep clear zig-zag markings.
- 5.2. Partner authority members may receive applications to deter parking close to or on junctions. Currently, these requests use the formal TRO application process and are required to be prioritised, taking valuable annual slots if chosen as a priority.
- 5.3. The NEPP receives requests for other schemes which could be considered outside the socially necessary category. The request would allow these schemes to be dealt with in addition to the six-per-district allocation for socially necessary schemes.
- 5.4. Whilst the present process allows for expediency, this change is to extend the current delegated powers to any locations and make explicit provision for: –
 - within approximately 100m radius of a junction (junction protection) but not for applications where wider areas require intervention (e.g. where referred parking may be expected).
 - within approximately 500m radius of a school (including the change of restriction types, times of operation, or implementation of new schemes); and
 - to alter current School Keep Clear zig-zag restrictions (length, type, or time of operation) where appropriate; and
 - other locations which accrue a sufficiently high score to warrant early implementation and expediency is required putting them beyond being in the socially necessary category.

6. Existing Delegation

6.1. On 5 December 2011, the Joint Committee decided a delegation – which is not intended to be changed, but restated here for completeness – which is to be updated to take into consideration the fact that the TRO Sub Committee was subsumed back into the main Joint Parking Committee from the 2013/14 municipal year, starting from the 2013 AGM, and to note that the number of meetings reduced to 4 p.a. from the 2014/15 municipal year:

- *It may be expedient in certain circumstances for decisions to be taken by the Chair or Vice Chair [of the TRO sub] committee in consultation with officers. The [TRO sub] committee is asked to approve delegation of decision on matters of an urgent or unforeseen nature to the Chair or Vice Chair as their substitute, in consultation with officers where the exigency of the service requires. Such matters to be reported to the next available committee for confirmation.*
- *There will be times where it would be expedient for officers to make operational decisions on approved schemes and the [TRO sub] committee is asked to delegate operational decisions to officers.*

7. Considerations

- 7.1. The current process outside these delegations can sometimes be seen as long-winded: Applications need to be made by July and prioritised by the applicable partner authority, taking one of the six priority slots allocated at the October meeting, on an annual basis, for introduction the following year.
- 7.2. If the current delegations were extended, then changes to current school restrictions and the implementation of new restrictions could be catered for via the existing application process but would not need to take up one of the allocated six TRO slots provided to each of our partners.
- 7.3. As with the current system, local liaison will still occur with the applicable partner, local Council Ward/County member(s) (via the partner authority), school, and other road users, to ensure that the correct restrictions are proposed/altered.
- 7.4. It is important to retain the application process to satisfy any scrutiny that may occur and any potential challenge to a proposal made.

8. ParkSafe School Zones – supporting 3PR

8.1. In addition to the regulatory options, the popular 3PR scheme can call upon additional initiatives to assist the educative angle:

- Safely to School
- Healthy Schools
- Active Travel
- Active Essex
- School Travel Plans
- School crossing person (“lollipop patrol”)
- Road Safety Team
- School warning signs
- Bikeability
- Scooter parking
- Advisory Informal signage for 3PR zone - like neighbourhood watch

- Standing Signage - People and Policemen, 3PR Robot – see Appendix.
- Walk to School month
- Be safe / Be seen – October
- Walking bus (schools have to assist)
- Park & Stride - alternative off street car parking with walking map from other areas.
- Alternative car park and permit - silver

8.2. Other methods may include the more regulatory approach by using: –

- Temporary traffic cones – which may be backed by temporary restrictions
- No Idling - including Penalties for disregarding the requirements near schools
- Cycle lanes – with automated penalties, which has been discussed nationally.

8.3. The 3PR Scheme also features three levels, according to the position in the community and other services available nearby: –

- **Bronze** – provides awareness and attention
- **Silver** – provides alternatives
- **Gold** – provides managed alternatives
- The **regulatory process** can then provide an additional level of support, addressed elsewhere in this report.

9. Environmental Considerations

9.1. The new service will take all reasonable steps to have a positive impact wherever possible. In this report this includes encouragement to reduce congestion, idling and improvements to air quality, reduction of sign clutter and removal of certain maintenance requirements.

10. Standard References

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

10.2. An Equality Impact Assessment for the operations is set out at this link:

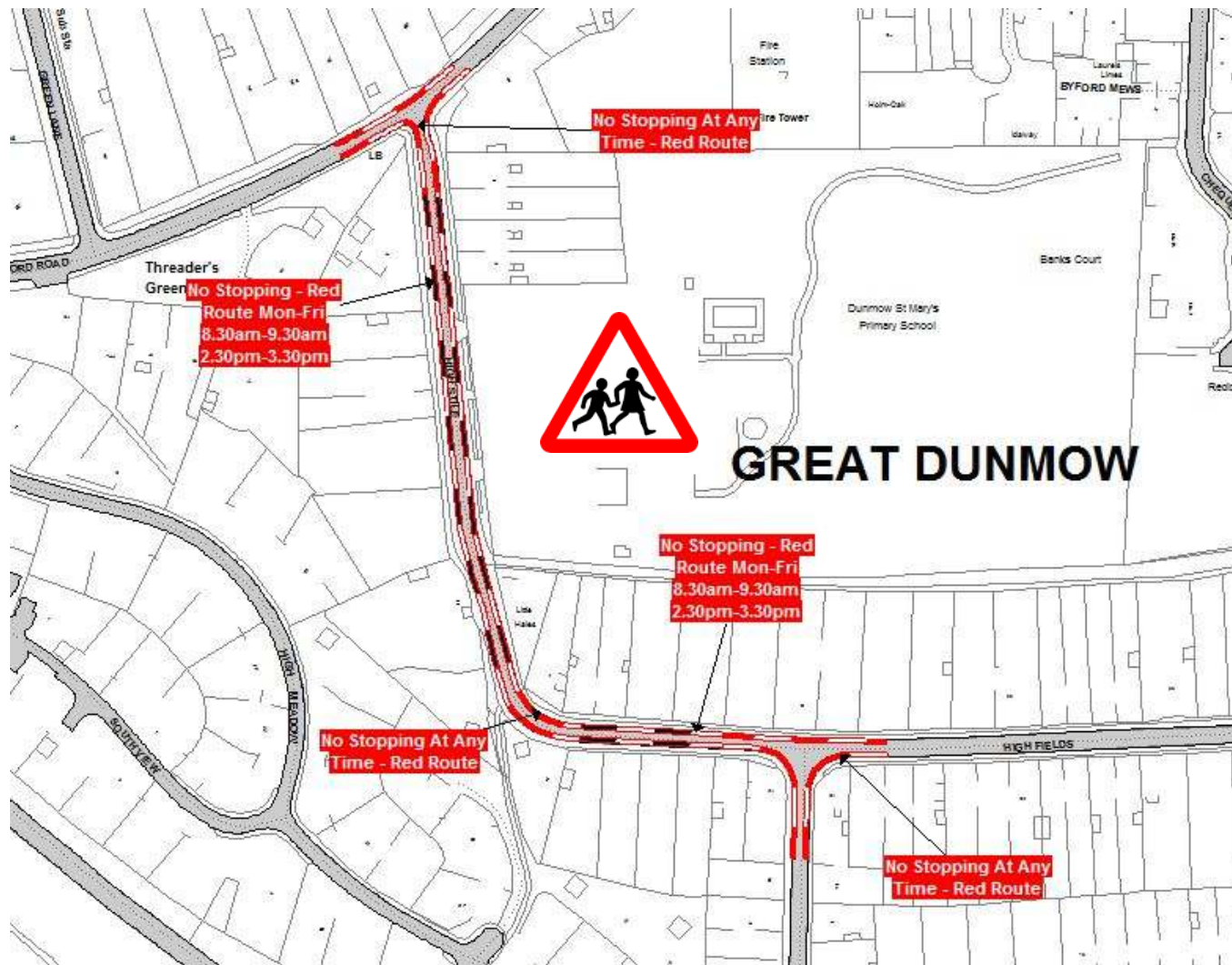
<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC%20-%20How%20The%20Council%20Works%20-%20Environmental%20Equality%20Impact%20Assessments%20-%20North%20Essex%20Parking%20Partnership.pdf>

Appendix A:

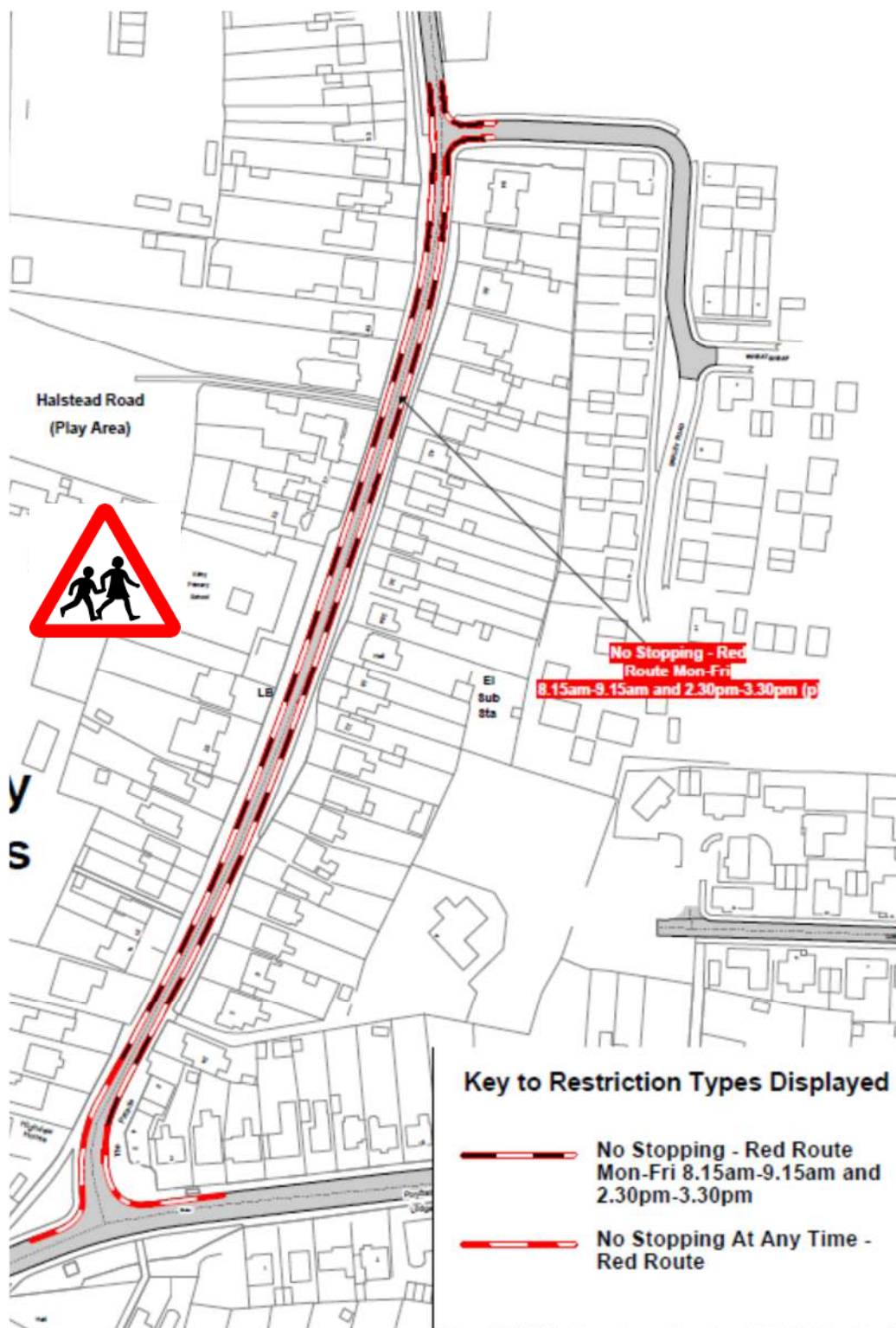
Illustration of informal temporary signage available to assist with educational 3PR schemes.



Appendix B – example of how a Red Route School Zone treatment might look









North Essex Parking Partnership

Meeting Date: March 2020
Title: NEPP beyond 2022 - Strategic Positioning Report
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker

This report sets out possible future options and decisions required to run NEPP beyond the current Agreement, after 31 March 2022.

1. Recommended Decision(s)

- 1.1. Decide the future choice for operating beyond the end of the current Agreement on 31 March 2022 to be its preferred option to take forward to the County and SEPP. The recommendation is to continue with the Partnership, continue to adopt additional services, but with a more flexible arrangement to deal with any surplus.
- 1.2. Decide the future operating model and how to approach the emerging assignment of functions. It is recommended to pass a buffer of £300k from the current Reserve and Cashflow sums into the new service.

2. Reasons for Recommended Decision(s)

- 2.1. For good governance and to ensure the effective future operation of the Partnership.
- 2.2. Any operations and projects which are begun now will extend into the period beyond the current Agreement. For good governance it is important that a way forward is decided with sufficient time to make any changes well before its commencement on 1 April 2022.

3. Alternative Options

- 3.1. A meeting has been conducted with the Client Officers at each partner authority to explore any alternatives. The Client Officers were supportive of a similar approach to the current Partnership Agreement, with some minor changes.
- 3.2. Consideration has been given to a number of options discussed with the Client Officers of the boroughs, districts and county councils.

4. Shared Issues

- 4.1. A number of common threads were evident in speaking to the Client Officers from each District, and also shared some common themes when consulting the County Council. The Client Officer themes have been summarised in the Appendix B.

5. Financial Considerations

- 5.1. An explanation of the financial performance and the Reserves is given in Appendix A.

- 5.2. The graphs show how the NEPP has built a £1m Reserve which it has agreed to reinvest into parking-related projects.
- 5.3. A ring-fenced £100k cashflow was allocated from Essex County Council at the start of the NEPP which is repayable at the end of the term.
- 5.4. It is recommended to use a £200k portion of this existing Reserve to pass into the new Partnership, and include the £100k Cashflow sum, if an operation similar to the current NEPP is to be established/continued, and to ringfence this into a Buffer Fund to guard against any deficit.
- 5.5. An illustration of the application of a new operational model, and the proposed buffer, is given in Appendix C.

6. Environmental Considerations

- 6.1. The new service will take all reasonable steps to have a positive impact wherever possible.

7. Standard References

- 7.1. Other than set out above, there are no particular references to the Development Plan; publicity or consultation considerations; or; equality, diversity and human rights; community safety; health and safety or risk management implications
- 7.2. An Equality Impact Assessment for the operations is set out at this link:
<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC%20-%20How%20The%20Council%20Works%20-%20Environmental%20Equality%20Impact%20Assessments%20-%20North%20Essex%20Parking%20Partnership.pdf>

Appendix A:

Table 1: Illustration of financial performance vs. likely non-intervention (surplus to Reserve)

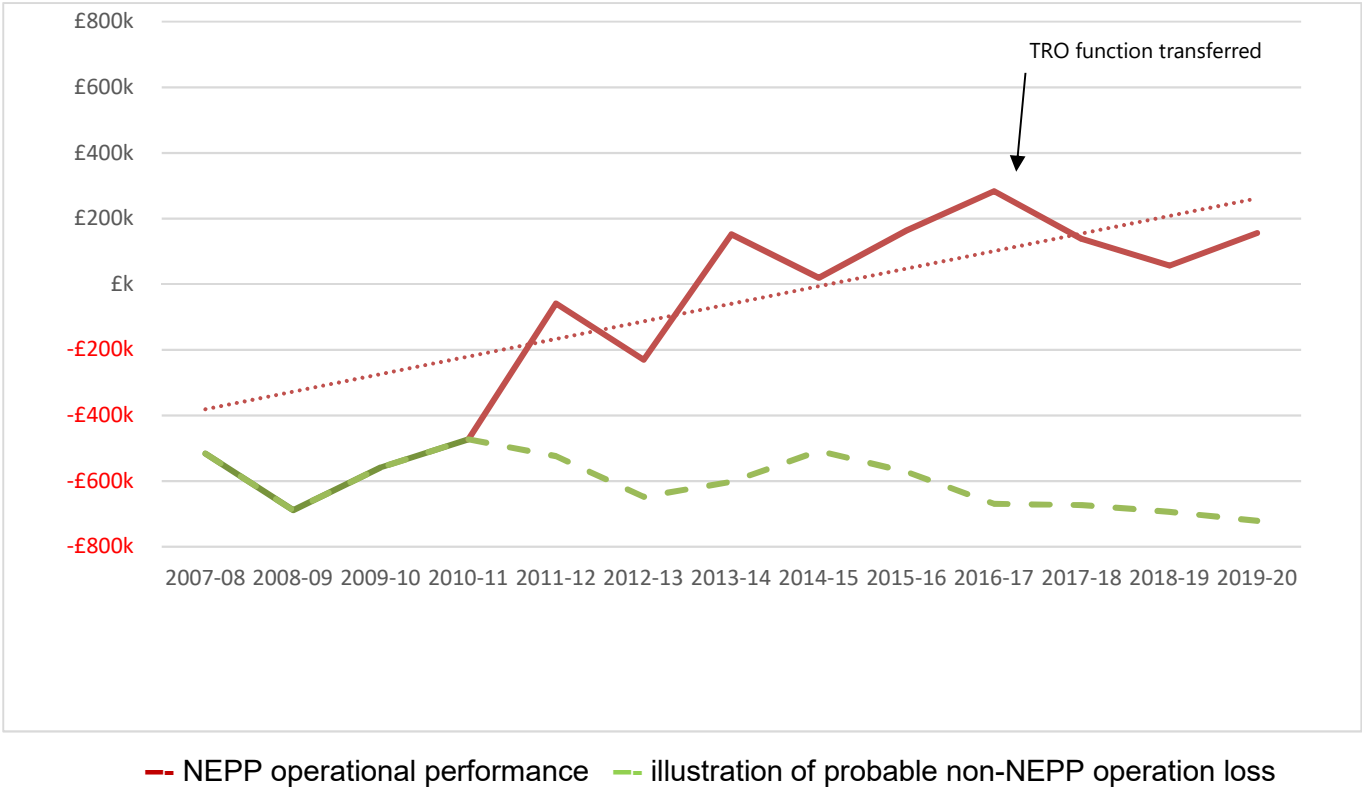
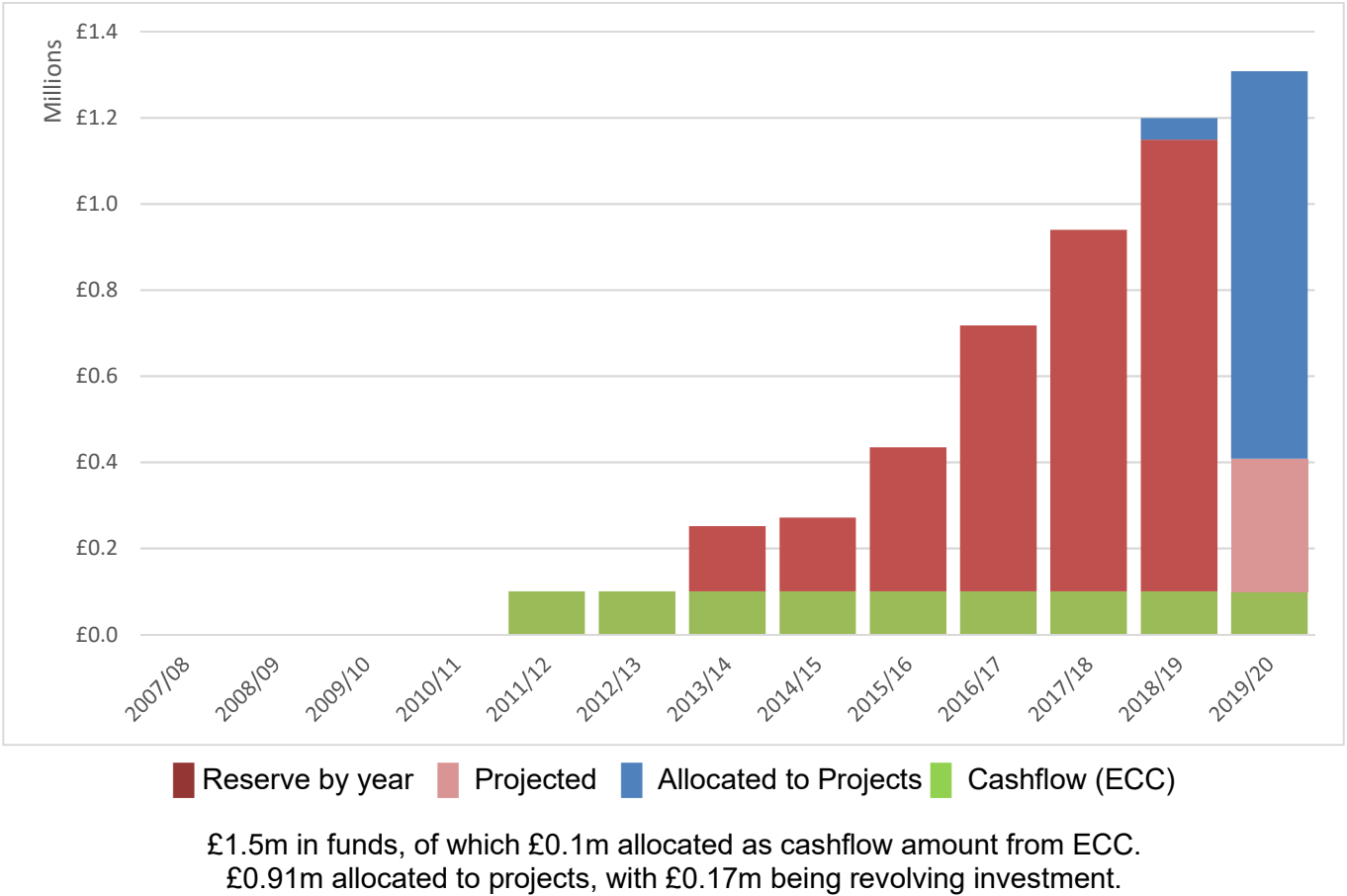


Table 2: Net Total Reserve position by year



Appendix B: Key Issues from District Client Officer Meetings

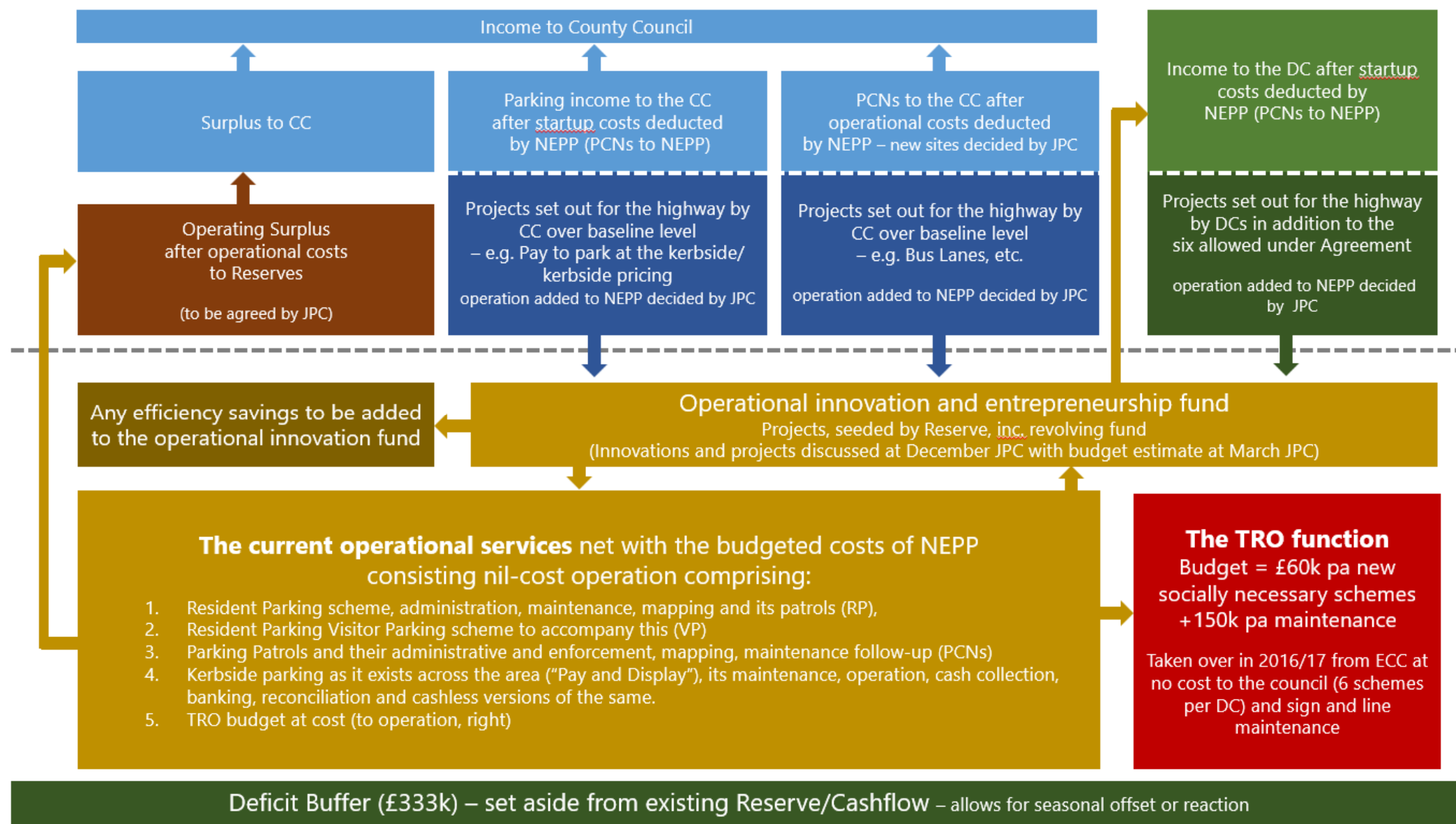
Issue and description	Notes and future options
<p>New Development.</p> <p>There was some interest in the level of the impact of new development upon NEPP operations, including the new Garden Communities.</p> <p>A number of districts mentioned revisiting the ‘five-year rule’ and this has recently been decided.</p>	<p>The impact of new development, and how NEPP is consulted, could be issues in future.</p> <p>More than one district queried whether the NEPP could assist in implementing Developer TROs [Traffic Regulation Orders].</p>
<p>Speeding up the TRO process.</p> <p>The districts felt some concern at the amount of time that schemes were taking to come to fruition.</p> <p>Districts were interested to see if the time that schemes remain on waiting lists prior to the eventual implementation could be reduced; a report has been prepared to outline how this could be achieved.</p>	<p>Localism is built into this process, and it is important for Members to be clear in the schemes that they wish to progress.</p> <p>Beyond the decision at the Joint Committee, much of the progression is legislated. The NEPP is also lobbying to reduce the regulated advertising overhead, notice requirements and lead-in.</p>
<p>New schemes – Districts were interested in the number of new schemes that could be supported.</p> <p>The new project bidding process makes provision for additional schemes (e.g. wide area reviews and ParkSafe restrictions) to be decided.</p>	<p>There is scope to change the Agreement in future to enable further schemes to be requested, proposed or funded.</p>
<p>The operation of the Partnership</p> <p>Districts mentioned and complimented the removal of the ‘schemes and maintenance’ backlog, the resolution of TUPE issues and accommodation.</p>	<p>The NEPP, through its Joint Committee and operation, has been successful in turning the service into a functioning and ambitious organisation</p>
<p>Deficit Underwriting.</p> <p>Whilst there is presently no risk of deficit, given the reserves that have been built up to protect against this, the districts would not be keen to cover deficits if the reserve cannot be controlled by the Joint Committee in any new operation, especially if the County Council wants a dividend.</p> <p>It is proposed that a cushion of finances could be transferred to the new operation and be adequate to mitigate risk.</p>	<p>The existing business model may not be sustainable over the long term, therefore a good working fund capital to assist in innovation and entrepreneurial operation must continue to be provided <i>before</i> any dividend is paid.</p>
<p>Policy creep – Districts were aware that there had been some policy ‘creep’ during the term of the existing Agreement.</p>	<p>The feeling was that NEPP should be able to retain efficiency savings</p>

Issue and description	Notes and future options
<p>Whilst the NEPP operation has taken on board additional elements, if any further work is delegated, then a budget needs to be passed across and it should then be for the partnership to make efficiencies.</p> <p>The Partnership districts nonetheless seemed keen to take on and improve any related services.</p>	<p>for investment in projects to improve parking.</p> <p>The county proposals are to report a baseline and any benefit back to ECC for any given scheme, financial operational, or in kind.</p>
<p>Working Partnership Operation</p> <p>There was a general feeling that the Partnership had fostered a good working relationship to enable the operational service to be provided against common policies to a consistent standard.</p>	<p>All were of the opinion that they would rather have the NEPP and a Partnership than not.</p>
<p>Localism</p> <p>Districts are keen to retain the localism brought about by having the Partnership – the operation enables local consultation.</p> <p>Each district feels they are different, but the operation has successfully brought together the operations under one standard, with local variations where needed.</p> <p>Districts felt that the Partnership was a good size and access to officers and working relationships were good. Districts felt that the County could encourage more of this in other operations.</p>	<p>Local discretion works well in TRO applications</p> <p>The Partnership was able to provide visibility and presence.</p> <p>The Partnership operates well at its critical mass - difficult to keep going with smaller areas than those which now exist. Devolving services further is the counter point.</p> <p>Just about right with the rural geography and extent of the area.</p>
<p>Building a consultancy</p> <p>The project bids have established a further process to resolve issues around throughput of schemes, such as the Epping pilot commuter review taking place now.</p> <p>Districts wanted more schemes - lateral thinking; districts wanted to stretch and flex the TRO consultancy.</p>	<p>NEPP is building capacity into a consultancy if partners (district or county) want to contribute,</p> <p>NEPP would be able to build further consultancy resources, including Strategy, Travel planning, Climate Emergency - Air Quality issues – etc.</p>
<p>3PR; RP Zones; Parking Tariff</p> <p>Some felt that new resident parking schemes should have a expand times as a standard. This could help integrate other uses and make the schemes easier to patrol and hold prices for Resident Parking.</p> <p>Councils had changed priorities towards environmental issues. Tariff Reviews could help have mitigation environmentally - using price to relieve congestion.</p> <p>3PR - works well where implemented. There was interest in progressing with zones and safety generally.</p>	<p>Interest has focussed on the Environment. Parking can be used in environmental mitigation;</p> <p>The 3PR scheme is evolving (feature of a separate report) with the addition of the CCTV project and other mitigations where the educative approach is not sufficient.</p>

Issue and description	Notes and future options
<p>Future Governance</p> <p>Districts were keen to take a share of any surplus – for there would be no incentive otherwise.</p> <p>It was felt that the NEPP arrangements had brought better transparency, localism and decision-making.</p> <p>Renegotiating depends on deal but that the Partnership was seen to be a Good Thing. It was recommended to approach this with a request to continue.</p> <p>The Partnership is much more local and planned - clearly democratic and transparent; districts felt that the county could encourage more of that.</p> <p>Districts also mentioned that both the On Street and the Off Street arrangements work well and overall the best partnership belonged to. The Partnership works well, is good and recommended to carry on.</p>	<p>Reserves, surplus and dividend going forward have been illustrated in this report.</p> <p>On street charging was acceptable and met needs – but districts would also like recognition.</p> <p>The district councils need to decide again and propose that the support renewal of the arrangements post 2022. A Cabinet Template helps.</p> <p>If a new Agreement is to go ahead, a long time may be taken to conclude legalities – hence an earlier decision is better.</p> <p>Clarity of governance is crucial.</p>
<p>Provision under a future Agreement</p> <p>Other districts would like to see even more tasks carried out; there could be Governance issues if members found it difficult to recognise who wants more.</p>	<p>The Partnership deals with the main doorstep issues - stations and space.</p> <p>Flexibility should be maintained.</p>
<p>Other services, upcoming regulation</p> <p>There was interest to find if there was any scope for the Partnership to deliver and enforce other services:-</p> <ul style="list-style-type: none"> • Bus lanes • Disabled bays • Blue badges • Park & Ride • Part 6 moving traffic contraventions • Future use of footway restrictions 	<p>Both the Partnership and the districts were keen for the Partnership's success to be extended to other relevant services.</p> <p>Certain of the points were awaiting further work to bring forward revised legislation (footways and moving traffic contraventions, for example).</p>
<p>Local Highways Panel (LHP)</p> <p>It was noted by districts that the LHP is funded and Districts enquired whether this funding could be made available for Partnership Parking schemes.</p>	<p>NEPP attends LHP meetings and liaises with officers over larger more complex schemes which also have a parking interest.</p>
<p>Other services</p> <p>NEPP could look to build further teams to deal directly with impacts on parking such as: –</p> <ul style="list-style-type: none"> • Blue Badge Fraud • Permit Fraud 	<p>Blue Badge issues – building a team to tackle fraud would be welcomed.</p> <p>Local parking permits - now all on MiPermit which can make detection of unusual use simpler.</p>

Issue and description	Notes and future options
<ul style="list-style-type: none"> Other fraudulent use – where there is no other evidence 	

Appendix C. Illustration of the recommended operating model for the Partnership beyond 2022.





North Essex Parking Partnership

Meeting Date: 19 March 2020
Title: NEPP Policies Report
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker

This report sets out the NEPP Policies for scrutiny as they are being reviewed.

1. Recommended Decision(s)

- 1.1. Review and approve any amendments for the policies recommended by its Client Officers.
- 1.2. Note the formatting changes being made to the policies.

2. Reasons for Recommended Decision(s)

- 2.1. For good governance and to ensure the effective future operation of the Partnership.
- 2.2. To implement Audit requirements to periodically review and check that Policies are fit for purpose.

3. Alternative Options

- 3.1. Policy has to reflect and fit within the regulatory framework.

4. Supporting Information

- 4.1. At the Meeting on Thursday 17 December 2018, the Joint Committee approved the amendment to our policies to make the text clearer and presenting them in a more accessible way.
- 4.2. The following Policies are current: –
 - [Operational Protocols \(long document\)](#)
 - [Permits](#), Administration & Customer Care
 - [Dispensations](#) & Suspensions
 - [Enforcement and Discretion](#)
 - [Dropped Kerbs](#)
 - [Cancellation](#)
 - [Temporary Cones](#)

We also have a [footway/obstructive parking policy](#) which is slowly being adopted.

- 4.3. It is recommended to continue to update the policies as legislative changes require and reformat them in the latest NEPP style to make them simpler to read and understand.

5. Standard References

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

5.2. An Equality Impact Assessment for the operations is set out at this link:

<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC%20-%20How%20The%20Council%20Works%20-%20Environmental%20Equality%20Impact%20Assessments%20-%20North%20Essex%20Parking%20Partnership.pdf>



North Essex Parking Partnership

Meeting Date: 19 March 2020
Title: Forward Plan 2019-2020 and Meeting dates for 2020-21
Author: Owen Howell – Democratic Services, Colchester Borough Council
Presented by: Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2019-20 Forward Plan of meetings for the North Essex Parking Partnership and the proposed Joint Committee dates for 2020-21.

1. Recommended Decision(s)

- 1.1 To note the North Essex Parking Partnership Forward Plan for 2019-20.
- 1.2 To approve the proposed 2020-21 dates for Joint Parking Committee meetings.

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.
- 2.2 The 2020-21 meeting dates for the Joint Committee must be approved, prior to a Forward Plan for 2020-21 being produced for the Joint Committee to consider on 25 June 2020.

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. Proposed 2020-21 meeting dates for the Joint Parking Committee

- 4.1 The following dates are proposed for the Joint Committee to meet in 2020-21:
 - 25 June 2020 (Already confirmed) (Colchester Borough Council)
 - 1 October 2020 (Tendring District Council)
 - 10 December 2020 (Harlow District Council)
 - 18 March 2021 Uttlesford District Council)
 - 24 June 2021 (Colchester Borough Council)

**NORTH ESSEX PARKING PARTNERSHIP (NEPP)
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2019-20**

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	30 May 2019, Room G04, Rowan House, Sheepen Road.	20 June 2019 1.00pm, Grand Jury Room, Town Hall, Colchester Borough Council	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP Annual Report Data for 2018/19	Richard Walker (PP)
			Finance Report – End of Year and Reserves	Lou Belgrove (PP)
			Reserve Funds Allocations	Richard Walker (PP)
			Forward Plan 19/20	Owen Howell (CBC)
Joint Committee for On Street Parking	12 September 2019, Room G04, Rowan House, Sheepen Road.	3 October 2019 1.00pm, Uttlesford District Council, Committee Room, Council Offices.	Technical report and Traffic Order Scheme Prioritisation	Trevor Degville (PP)
			Financial Report	Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			Policies on Obstruction Parking	Richard Walker (PP)
			Forward Plan 19/20	Owen Howell (CBC)

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Governance, Owen Howell	owen.howell@colchester.gov.uk	01206 282518
Media, Alexandra Tuthill	alexandra.tuthill@colchester.gov.uk	01206 506167

Joint Committee for On Street Parking	21 November 2019, Room G04, Rowan House, Sheepen Road.	9 January 2020 1.00pm, Epping Forest District Council, Council Chamber	On Street Budget Update Use of Reserves Obstructive Parking Update Provision of disabled bay parking Forward Plan 19/20 and 20/21 Dates	Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	27 February 2020, Room G04, Rowan House, Sheepen Road.	19 March 2020 1.00pm, Braintree District Council, Committee Room 1	3PR Update and Briefing on School Zones Finance Update and 2019/20 Budget Future of the NEPP past 2022 Parking Permit Review Update on deferred decisions on bids for Reserve Funding Obstructive Parking Update Forward Plan 19/20	Richard Walker (PP) Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Richard Walker (PP) and Jason Butcher (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	4 June 2020, Room G04, Rowan House, Sheepen Road.	25 June 2020 1.00pm, Grand Jury Room, Town Hall, Colchester Borough Council	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update NEPP Annual Report Data Obstructive Parking Update Forward Plan 20/21	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)

