



North Essex Parking Partnership

Joint Committee On-Street Parking

Council Chamber
Uttlesford District Council Offices
London Road, Saffron Walden
CB11 4ER

19 December 2022 at 1.00pm

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

Information for Members of the Public

Access to information and meetings

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

Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. For online meetings of the Joint Committee, a written contribution to each meeting of no longer than 500 words may be made by each person which should be submitted via the form accessed by this link, before noon on the working day before the meeting date:
[North Essex Parking Partnership Have Your Say!](#)
- 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 April 2011.

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**

Monday 19 December 2022. Meeting to be held in the
Council Chamber, Uttlesford District Council Offices London
Road, Saffron Walden CB11 4ER

Attendees

Executive Members:-

Cllr Richard van Dulken (Braintree)
Cllr Richard Freeman (Uttlesford)
Cllr Martin Goss (Colchester)
Cllr Alistair Gunn (Harlow)
Cllr Sam Kane (Epping Forest)
Cllr Dan Land (Essex County)
Cllr Alex Porter (Tendring)

Agenda

Officers:-

Jason Butcher (Parking Partnership)
Trevor Degville (Parking Partnership)
Rory Doyle (Colchester)
Jake England (Parking Partnership)
Jo Heynes (Essex County Council)
Amelia Hoke (Epping Forest)
Owen Howell (Colchester)
Linda Howells (Uttlesford)
Mike Kelly (Harlow)
Samir Pandya (Braintree)
Ian Taylor (Tendring)
Richard Walker (Parking Partnership)

Introduced by Page

1. Welcome & Introductions

2. Apologies and Substitutions

3. Declarations of Interest

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

4. Have Your Say

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

5. Minutes

To approve as a correct record the draft minutes of the Joint Committee meeting held on 27 October 2022.

7-12

6. Urgent Item

An urgent item has been submitted for consideration at this meeting. This item concerns the previously-approved restrictions on Purlieu Way and Harewood Hill, Theydon Bois, and the subsequent call-in process and additional consultation exercise.

Continues overleaf

North Essex Parking Partnership

7. Financial Update	Richard Walker	13-22
This report presents the financial position of the Partnership.		
8. Traffic Regulation Order Application Decision Report	Jason Butcher	23-26
This report asks the Joint Committee to approve, defer or reject traffic regulation order proposals from the list of applications that have been received.		
9. Traffic Regulation Order [TRO] Policy Report	Jason Butcher	27-54
This report updates Members of details of a consultation about Obstructive and Footway Parking which has been discussed previously in some detail by the Committee.		
10. Obstructive Parking	Richard Walker	N/A
Verbal update on the situation regarding potential future changes relating to obstructive/pavement parking.		
11. Forward Plan 2022-23	Owen Howell	55-60
To note the North Essex Parking Partnership Forward Plan for 2022-23 and approve meeting dates for 2023-24.		

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

**27 October 2022 at 1.00pm
Latton Bush Centre, Southern Way, Harlow CM18 7BL.**

Members Present:

Councillor Richard van Dulken (Braintree District Council)
Councillor Richard Freeman (Uttlesford District Council)
Councillor Alastair Gunn (Harlow District Council)
Councillor Dan Land (Essex County Council)
Councillor Alex Porter (Tendring District Council)

Substitutions:

There were no substitutions at the meeting.

Apologies:

Apologies were received from
Councillor Kane (Epping Forest) and
Councillor Goss (Colchester Borough Council)

Also Present:

Richard Walker (Parking Partnership)
Jason Butcher (Parking Partnership)
Danielle Northcott (Parking Partnership)
Jake England (Parking Partnership)
Amelia Hoke (Epping Forest District Council)
Robert Carmichael (Colchester Borough Council)
Linda Howells (Uttlesford District Council)
Michael Kelly (Harlow District Council)
Ian Taylor (Tendring District Council)

119. Appointment of Chairman

RESOLVED that Councillor Dan Land was appointed Chairman of the Joint Committee.

120. Appointment of Vice Chairman

RESOLVED that Councillor Sam Kane was re-appointed Vice Chairman of the Joint Committee.

121. Have Your Say

There were no speakers for the general Have Your Say section. Two speakers addressed the Committee ahead of the Agenda Items relevant to their points.

122. Minutes

RESOLVED that the minutes of the meeting held on 23 June 2022 were approved as an accurate record.

123. Financial Update

Richard Walker, Group Manager – Parking Partnership drew the Committees attention to the report and outlined the key features which included the risks of heavy winter weather which would not allow the authority to serve penalty charge notices which was the biggest income that the partnership received. It was further noted that the recruitment of Civil Enforcement Officers had taken place and that the Partnership continued to receive funding from residents parking permits. It was noted in the report that there was a small surplus within the budget and concluded that the item was for noting only.

In response to questions from Members the Group Manager – Parking Partnership responded that Penalty Charge Notices were included within the financial report as it was an income for the Partnership but could not be budgeted against due to the possible volatility of changes and was only one of four income streams that the partnership had and confirmed that there was not a target for Penalty Charge Notices. In response to further questions from the Committee the previous surplus from the Partnership had been transferred to Essex County Council and that the Parking Partnership had to bid for spending on the surplus. It was noted that going forward 55% of any surplus would be kept by Essex County Council with 45% kept by the NEPP. It was noted by a Client Officer that the TRO fund was not as clear as it could have been and it was requested that the Group Manager – Parking Partnership bring back further information on this. the Group Manager – Parking Partnership agreed to produce a further background paper for Client Officers and Members.

The Group Manager – Parking Partnership responded to further questions from the Committee on issues including that the budget for off street parking was ring-fenced separately from this Joint Committee for on-street parking, and that where the NEPP had installed electric vehicle charging points that were used by Colchester Borough Council fleet vehicles, the cost of that electricity would be paid by them.

The item was noted by the Committee.

124. North Essex Parking Partnership Update

The Group Manager- Parking Partnership presented the report to the Committee which outlined that a new agreement was now in place at the strategic level but that there needed to be further agreement on the policies and delegations that the partnership should have. The Committee heard that the proposal before them would adopt all the previous policies and delegations from the previous agreement and that if Members did wish to review any of the policies that these could be put forward for assessment. The Group Manager -Parking Partnership concluded that the recommendation was to agree the basis on which the partnership will operate, including deciding to continue policies and delegations to operate as before, as listed in the appendix.

Members of the Committee discussed the report with some Members raising concern that the proposal before the Committee was legal and that it was not possible to agree all the policies and delegations as previously agreed as they had not all been included within the report. Further to this there was concern over how the NEPP had been continuing to function in the interregnum period when the agreement had run out.

The Group Manager – Parking Partnership responded to the concerns and questions raised explaining that the rationale behind not including all the policies was to try and ensure that Committee time was used most efficiently as it could become a page turning exercise agreeing all policies and previous delegations. It was noted that some of this work could be undertaken by the Client Officer Panel which could look through policies that were referred to them from the Committee for review.

Members of the Committee felt that not all policies should be agreed as a block from the previous agreement and that they should be reviewed properly before being put into the new agreement and put into operational use.

Members of the Committee debated the report with members expressing concern at agreeing the proposal without further scrutiny and noted that the Essex County Council Officer was not present at the meeting so could not respond themselves but there was concern that Essex County Council had not completed their function to the review the partnership to its fullest extent and that frustration surrounding this was clear.

Members felt that there was work to be done before the policies could be agreed and that the policies and delegations should be reviewed before being adopted by the Committee. Members continued to discuss issues surrounding other elements in the report including the transfer of functions relating to discretionary disabled bays and the amount of blue badge fraud that was taking place.

RESOLVED that the Joint Committee agree to evaluate the policies and delegations of the NEPP with the Client Officer Group meeting to review the policies and delegations in detail and bring forward a report recommending which policies should be adopted or removed and that this report is brought to the next available meeting. To continue to operate under existing policies in the meantime.

125. Purlieu Way and Harewood Hill Update Report

From the 'Have Your Say' chair, Richard Risdon addressed the Committee and spoke to fact that a Traffic Regulation Order (TRO) received 79% support in the local community and that another survey was out of the question. The speaker elaborated that the obstructive parking had become worse during their 50 years of using the road, that delivery vehicles were causing significant issues parking on pavements and that it was a mistake that a TRO was not applied in 2007. The Committee heard that deferring the decision would be unlikely to change the situation and was likely to get worse. The speaker concluded by asking that single yellow lines be implemented.

Following this address, Jason Butcher, Group Development Manager presented the report to the Committee regarding Purlieu Way and Harewood Hill noting the status of the proposal and the decisions made at previous meetings as detailed in the report. The Group Development Manager outlined that the Committee were requested to note the actions of the NEPP and the proposed restrictions and that the NEPP Officers would continue to Monitor the situation and would then consider determining the future parking demands in April 2023.

The Joint Committee discussed the issues surrounding the use of single and double and yellow lines though an example in Uttlesford where there was a significant impact from Stanstead airport and how this had been addressed through a TRO. The Committee discussed whether the proposed use of single yellow lines could be agreed on a temporary basis to gather data. Members discussed the proposal including the role of decision making including the impact of not taking a decision and that Members were not elected to do nothing.

The Group Manager – Parking Partnership advised that the scheme had already been through the Committee process and had been approved to be advertised but had received a large number of objections with sufficient weight from both the road and nearby Harewood Hill and that the weight of objections was more than could be dealt with under delegated powers.

Amelia Hoke (Epping Forest District Council) advised the panel that from Epping Forest District Council's perspective was that as there was support from the ward member and the division member that the committee revert to the October 2020 decision for the single yellow lines and 1 hour parking restriction.

RESOLVED that the Joint Committee agreed to introduce a single yellow line 1 hour parking restriction on both Purlieu Way and Harwood Hill under a temporary trial period of 18 months.

126. Traffic Regulation Order Update and Application Decision Report

The Group Development Manager – Parking Partnership presented the report to the Committee and outlined that the report contained the proposed schemes and their recommendations for each of the authority areas.

The Chair of the meeting detailed the different authorities and asked for the Committees views on the different schemes.

John Akker of West Mersea Town Council addressed the Committee from the 'Have Your Say' chair, outlining that a working party that had been set up by the Town Council and the effective collaboration from the NEPP working on issues and commented that the experimental TRO for red lines was not favoured by the community especially where there were large boats being transported. The Joint Committee heard that this needed to be balanced with the tourism associated in the area which attracted 30,000 people every year and the needs of local residents. It was noted that West Mersea had completed a traffic survey resulting in an application for a scheme which had been rejected, as such the speaker asked that the application instead be deferred so that further conversations could take place between Colchester Borough Council, the NEPP and West Mersea Town Council.

Following this address, the Group Manager – Parking Partnership responded to Members questions and outlined that the off street car parking was not within this Committee's remit, however there is still scope for changes to be brought forward and as the sites were linked to items T23325011 and T20197422.

The Committee's attention was drawn to the following items for consideration:

- That T12367746, Stone Close, Braintree (Braintree District Council) decision be deferred to the December meeting as there was currently no provisional decision available.
- That T23325011 Coast Road, Victoria Esplanade and associated roads, West Mersea (Colchester Borough Council) and T20197422 Victoria Esplanade, West Mersea be deferred following the representation from John Akker.

RESOLVED that the Joint Committee accepts the provisional decisions as detailed in the report apart from the following amendments:

- That T12367746, Stone Close, Braintree (Braintree District Council) decision be deferred to the December meeting as there was currently no provisional decision available.
- That T23325011 Coast Road, Victoria Esplanade and associated roads, West Mersea (Colchester Borough Council) and T20197422 Victoria Esplanade, West Mersea be deferred following the representation from John Akker.

127. North Essex Parking Partnership Project Update

Danielle Northcott, Project Manager – Parking Partnership presented the report and outlined that there were no decisions required for the report. The Committee heard from Linda Howells (Uttlesford District Council) that there was work to be done and further issues to address as there had been some unexpected issues and there were still issues with the medieval streets that had limited parking.

The Project Manager – Parking Partnership continued by outlining that the unprogrammed plans were still funded.

The item was noted by the Committee.

In a brief verbal update, the Group Manager – Parking Partnership confirmed that there had been no further news regarding Obstructive Parking from Government and there had been no progress on any legislation, but it was noted that if there was a ban on parking on footways this would have a significant impact.

128. Forward Plan 2022-23

Robert Carmichael, Clerk to the Joint Committee, presented the workplan to the committee noting the contents of the meetings, dates and venues as previously agreed.

RESOLVED that the Joint Committee notes and approves the North Essex Parking Partnership Forward Plan for 2022-23.



North Essex Parking Partnership

Joint Parking Committee

Meeting Date: 19 December 2022

Title: Finance Report – to end of Period 7 (October)

Author: Richard Walker, Group Manager / Lou Belgrove, Business Manager

Presented by: Richard Walker

The report sets out the current financial position for the North Essex Parking Partnership to the end of period 7, October 2022, and considers other issues that are impacting the budget both now and in the medium term, from a general economic viewpoint.

1. Recommended Decisions Required

- 1.1. Note the North Essex Parking Partnership's Joint Parking Committee (JPC) financial position at the end Period 7 (October) 2022, including the implementation of the decision on fees and charges already made for 2022 and 2023.
- 1.2. Note the interventions to date to keep the finances within budget this year.
- 1.3. Note the wider issues which face service delivery now and in the longer term.
- 1.4. Note that JPC reserves total £336k, and the proposed use of them, after which the measures in Appendix E of the Agreement will apply.
- 1.5. To note the other measures being taken to reduce spend on TRO schemes in 2023/24 (subject of a separate report).
- 1.6. To approve the draft budget for the Joint Committee for 2023/24.
- 1.7. Decide whether to make any further interventions changes in fees or charges of:–
 - i) first resident permits;
 - ii) second resident permits;
 - iii) third resident permits;
 - iv) digital resident daily visitor permits;
 - v) digital resident six-hour permits;
 - vi) paper resident visitor permits;
 - vii) paper six-hour visitor permits;
 - viii) carers permits;
 - ix) roadside pay to park/pay & display;
 - x) providing a dispensation;
 - xi) providing a parking suspension.

2. Reasons for Recommended Decisions

- 2.1. For good governance, to ensure the future running of the service, and that JPC funds are allocated in line with its priorities and goals set out in the Development Plan, and to cover the true costs of the operation during a period of high inflation.

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).
- 3.2. To do nothing, in which case it is likely that the budget will be exceeded and/or reserves used, whereupon the clauses in Appendix E of the Joint Parking Agreement would apply to the Partners.

4. Supporting Information – Introduction

- 4.1. Details of the current JPC financial position are set out in Appendix 1. Note that for presentational purposes this is now aligned with the new Agreement (i.e. Part 1 'BAU', and Part 2 'TRO', are shown separately).
- 4.2. At a time when all authorities are feeling the weight of economic pressure, the Parking Partnership is not immune. Recent increases in costs of energy and negotiations relating to salaries have already, and still will bring even greater challenges, to the ability to deliver a cost-neutral Parking Partnership service.
- 4.3. Whilst service levels have returned to pre-pandemic levels and income is showing signs of recovery, there are some impacts of the pandemic which are still being felt. Inflationary increases also mean that expenditure is under severe cost pressure.

5. Income

- 5.1. The Pandemic Payment Plan meant that more cases than usual have been settled earlier in the process at a lower amount. Whilst this undoubtedly assisted in many cases, reduced income to the Partnership has continued, including the effect of the reduction in services during the Pandemic, and cumulative effects of this are still being felt in reduced income from the tail end of the long process of debt collection.
- 5.2. After allowing for adjustments to bad debt during the pandemic, an in-year deficit of £72k was recorded at the end of the Financial Year 2021/22 and was drawn from the Reserve to ensure a breakeven position at year end. After that adjustment, the Parking Reserve stood at £336k, which was transferred into the new JPC Reserve.
- 5.3. Budgets, especially with the separation of the Traffic Regulation Order function, are now set in line with the requirements of the new Agreement.
- 5.4. Favourable operating conditions throughout the winter months will also assist with levels of PCN income remaining positive for year-end; prolonged inclement weather, however, would pose a further significant risk to income.
- 5.5. Income relating to tail end of the enforcement process has seen a temporary reduction due to the negotiation of new contracts; these are now in operation and new cases have begun being passed across to the new contractors. NEPP is also in

the process of intervening in multiple-offender and multiple-evader cases at an earlier stage through its recently formed revenue protection team.

- 5.6. Income relating to “the debtor” (PCN income from Notices issued late this financial year but which won’t be recovered until next financial year) has yet to be included in the PCN income figure. Once the debtor has been calculated and added to the forecast, we are confident the PCN income at year end will be on budget, but this will remain under close monitoring.
- 5.7. Casual kerbside parking income had reduced significantly during the Pandemic, but with the wider return to the workplace and other social norms continuing, combined with a modest increase in price, the level of kerbside pay to park income is now matching forecast budget levels.
- 5.8. Permit income is on budget but continues to be monitored due to rising costs. It will be important to keep the permit income on track with the true cost of providing the service, especially in future. Changes to fees and charges take some time – there is a lag in renewals – to show in the accounts; timely decisions are important.
- 5.9. The fees and charges increase decided at the June 2022 Meeting for financial year 2022/23 have been implemented and 2023/24 (agreed pending the new contract being signed, now complete) will be implemented early in the new calendar year.
- 5.10. Costs, particularly in patrols, are an issue where prices will not keep up with the level of inflation, and the Committee is asked to consider if any interventions might be necessary; an inflationary increase in prices is illustrated in Appendix 2.

6. Expenditure

- 6.1. The Supplies and Services costs are expected to out-turn above budget, based on previous year spend and level of service provision remaining unchanged, due to greatly increased inflationary pressures.
- 6.2. Expenditure has increased in many areas in line with inflation. Work has commenced to limit the impact on all budget areas, reducing or delaying expenditure where possible, including freezing the recruitment to some posts.
- 6.3. The forecast is being kept under very close review.

7. Employment

- 7.1. Operational functions for the North Essex Parking Partnership (NEPP) are provided by the lead authority under paragraphs 10, 11 and 14 the Agreement. NEPP has made a number of interventions in order to maintain services levels and reduce costs wherever possible elsewhere.
- 7.2. During the Covid-19 Pandemic, the Partnership, along with the wider Parking sector, NEPP experienced a recruitment slump which, in turn, had impacted the ability to patrol and deploy staff to all beats; aside from the local tourism peaks, during the Pandemic, this was of lesser concern because all services were reduced – but now that life is returning to normal, additional resources are again required.

- 7.3. After closely examining the market rate for salaries, and considering a continuing low response to recruitment, the lead authority has moved to offer a starting higher starting salary for enforcement officers, which has had a positive impact on recent recruitment – but it is important to note that this will take time to be reflected in income.
- 7.4. This intervention has had a knock-on impact to those already employed but not matching the increased salary. NEPP has also redeployed staff to other duties where they are not able to carry out their full role and has frozen recruitment to other posts.

8. Wider Financial Implications

- 8.1. A number of issues are emerging that will have an impact on the budget – both in the short term for this year's out-turn forecast and in the medium-term financial plans.
- 8.2. It is important to determine whether these issues are short-lived and temporary, or will remain in the longer term, needing greater intervention. The general economic outlook is also less than positive.
- 8.3. Whatever happens, increasing costs will soon outpace the ability to make sufficient income to cover them, and there are very few ways the Partnership can gain income.
- 8.4. The largest area of income, penalty charges, also carries the greatest risk, and the level at which the charge is set is also outside the direct control of local authorities, requiring a decision by the Secretary of State to effect any change. With rising costs in patrols (energy, employees), this is set to be an ongoing challenge.

9. Temporary and Short-term issues

- 9.1. Some of the issues from the pandemic are still being felt. These include, for instance, the offer of the Penalty Payment Plan having settled a proportion of cases at an earlier date for a lesser value – which is now playing out into the income budget as a gap. Determination of whether these issues are long term or medium term is important to budget planning.
- 9.2. New sources of income outside the JPC, have been found for the medium term through separate Agreements with the County Council and Parishes, which includes adding other services to the operational area, will help to offset some of the operating overheads of the entire Partnership but the scope to add more beyond that is limited.
- 9.3. Partnership Managers have been through all the issues and have included the Client Officers in that conversation. All the measures that can be taken to reduce expenditure will be taken within the year, such as withholding recruitment and reducing expenditure where possible have been implemented.
- 9.4. Even after that, we will be left with some unpalatable decisions in the medium term, for which we must begin planning now.

10. Medium-term Issues

- 10.1. Issues beyond the control of the Partnership include employee pay, and inflationary increases to costs of supplies and energy; whilst increases will be focussed on the lower paid staff, there is still a very large impact for the Partnership, as the majority of our staff work at the operational level.
- 10.2. Fees and Charges need to keep up pace with the cost increases, and costs need to be kept under review in future. An indication of the charges with an inflationary increase at the current rate is included in Appendix 2.
- 10.3. Other interventions may need to include the implementation of new technology to help increase efficiency, or setting a charge for the 3PR programme, possibly by adding a further platinum level award.

11. Standard References

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

Appendix 1. On-Street Account at end of Period 7 (October 2022)

	A	B	C	D	E	FY DL	G	H										
2022/2023 - Period 7	2021/2022 Last Year	2022/2023 Current Year	2022/2023 Current Year	2022/2023 Current Year	2022/2023 Current Year	2022/2023 Current Year	2022/2023 Current Year	2023/2024 Budget	Notes									
Provisional Outturn	Actual	Actual to date	Budget to date	Variance to date	Forecast outturn	Annual budget	Projected variance											
On-street Account - BAU Services																		
Direct costs																		
Expenditure																		
Employee costs:																		
Management	88	55	51	4	94	87	6	92	Parking Services Mgt Team staff costs and management a/c									
CEOs & Supervision	1,325	736	770	(34)	1,261	1,319	(57)	1553	CEOs & Supervisor staff & costs; small vacancy u/spend									
Back Office	421	262	258	4	420	442	(22)	588	Back Office staff costs									
Data Led Services	226	176	164	12	329	281	47	281										
Premises / TRO Maintenance costs	313	13	16	(3)	21	28	(7)	18	R&M budget (seasonal: small expenditure anticipated)									
Transport costs (running costs)	50	51	11	41	72	18	54	30	Fuel, public transport etc									
Supplies & Services	737	284	285	(1)	530	488	42	617	General expenditure; includes ParkSafe car IT & TRO costs									
Third Party Payments	19	11	33	(22)	56	56	0	75	Chipside and TEC bureau costs									
	3,178	1,588	1,587	1	2,783	2,720	63	3,254	In Year Service expenditure total									
Income																		
Penalty Charges (PCNs)	(1,908)	(674)	(1,172)	498	(2,057)	(2,295)	238	(2,129)	PCNs - revised due to CEO deployment (£1,965 Last Yr) - weather									
Fines (Blue Badge/Permits)	0	0	(18)	18	0	(30)	30	(25)	Service commences Jan 2023									
Parking Permits/Season Tickets	(913)	(538)	(502)	(36)	(975)	(861)	(114)	(930)	Visitor Permits - includes new areas and fee increase last yr									
Parking Charges (P&D etc)	(292)	(179)	(163)	(15)	(310)	(280)	(30)	(375)	Pay & Display - includes additional area and new fees									
Other income	(27)	(5)	(16)	12	(26)	(26)	0	(239)	Misc - other works undertaken (new offsetting work not under control of JPC)*									
	(3,140)	(1,396)	(1,871)	477	(3,368)	(3,492)	124	(3,698)	In Year Service income total									
NB. ND Costs of TRO not yet separated.																		
Total Direct Costs	38	192	(284)	478	(585)	(772)	187	(444)	In Year Service net expenditure									
Total Non-direct Costs	447	444	444	0	444	444	0	444	Corporate costs added (see table)									
Sub total (in year operation)	485	636	160	478	(142)	(328)	187	0	Red is surplus = to be added to reserve <table><tr><td>2022 BAU Reserve</td><td>336</td><td>actual</td></tr><tr><td>2023 BAU Reserve</td><td>478</td><td>forecast</td></tr><tr><td>After TRO</td><td>62</td><td>at current forecast</td></tr></table>	2022 BAU Reserve	336	actual	2023 BAU Reserve	478	forecast	After TRO	62	at current forecast
2022 BAU Reserve	336	actual																
2023 BAU Reserve	478	forecast																
After TRO	62	at current forecast																
	577				In Year Outturn	Base Budget	In Year Swing											
LYR: CR taken from Reserve	(91)				In Yr costs (Part 1): = (142)													
On-street Account - TRO Services																		
NB. ND Costs of TRO not yet separated.																		
Employees	164	104	27	77	166	47	119	47	TRO team staff costs, 2 specialists plus technical officers recharge									
Premises / TRO Maintenance costs	N/A	167	130	38	193	222	(29)	193	Maintenance and new schemes - civils work									
Transport costs (running costs)	N/A	7	6	1	7	10	(3)	7	Fuel, public transport etc									
Supplies & Services	N/A	28	29	(1)	50	50	0	50	TRO costs Stat Notices advertising, signage									
TOTAL TRO	N/A	306	192	114	416	329	87	297	TRO function									
NB. ND Costs of TRO not yet separated.																		
							Out-turn	23 Rev before TRO	23 Rev after TRO									
NB - * £239k of new services not within remit of JPC, but offsets the overheads of its cost here.					In Yr costs (Part 2): =		416	478	62	at curent forecast								

Appendix 2. Fees and charges

Table of Prices - Agreed pricing strategy to 2018/20 proposed strategy 2021-22.

Agreed 2023/24 subject to new Agreement at June 2022 JPC

Braintree Area						Increase on 2022/23 figure
Scale of Existing Charges	2018	2019	2020	2021	2022	
Resident Permit	£50.00	£53.00	£55.00	£55.00	£55.00	£61.00
Second Resident Permit (where available)	£70.00	£75.00	£80.00	£85.00	£90.00	£100.00
Third Resident Permit	By discretion only on application			£110.00	£120.00	£133.00
Colchester Area						Inflationary increase
Scale of Existing Charges	2018	2019	2020	2021	2022	
Resident Permit	£65.00	£67.00	£68.00	£68.00	£68.00	£75.00
Second Resident Permit (where available)	£80.00	£83.00	£85.00	£88.00	£90.00	£100.00
Third Resident Permit	Not available in Colchester Area					
Business Permit - Annual	£ 440.00	£ 450.00	£ 460.00	£ 470.00	£ 480.00	£533.00
Business Permit - 3 months	£ 110.00	£ 114.00	£ 118.00	£ 120.00	£ 122.00	£135.00
Dedham Exemption Certificate (15 issued)	£ 24.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 28.00
Colchester & Tendring Womens Aid (9 issued)	£ 104.00	£ 105.00	£ 105.00	£ 105.00	£ 105.00	£117.00
Colchester High School (42 issued)	£ 33.00	£ 34.00	£ 35.00	£ 38.00	£ 40.00	£ 44.00
Hamilton School (35 issued)	£ 104.00	£ 105.00	£ 105.00	£ 105.00	£ 105.00	£117.00
Kingswode Hse School (10 issued)	£ 104.00	£ 105.00	£ 105.00	£ 105.00	£ 105.00	£117.00
Walsingham Road resident season ticket - Yearly (2 iss.)	£ 203.00	£ 204.00	£ 208.00	£ 208.00	£ 210.00	£233.00
Walsingham Road resident season ticket - 6 months	£ 110.00	£ 102.00	£ 103.00	£ 104.00	£ 105.00	£117.00
Motorcycle	discontinued					
Highway Order for Harlow Area						Inflationary increase
Scale of Existing Charges	2018	2019	2020	2021	2022	
Resident Permit	£40.00	£42.00	£43.00	£43.00	£43.00	£48.00
Second Resident Permit (where available)	£80.00	£85.00	£90.00	£90.00	£95.00	£105.00
Third Resident Permit	By discretion only on application			£120.00	£130.00	£144.00
Highway Order for Tendring Area						Inflationary increase
Scale of Existing Charges	2018	2019	2020	2021	2022	
Resident Permit	£58.00	£60.00	£63.00	£63.00	£63.00	£70.00
Second Resident Permit (where available)	£70.00	£75.00	£80.00	£85.00	£90.00	£100.00
Third Resident Permit	By discretion only on application			£100.00	£110.00	£122.00
Highway Order for Uttlesford Area						Inflationary increase
Scale of Existing Charges	2018	2019	2020	2021	2022	
Resident Permit	£70.00	£70.00	£70.00	£70.00	£70.00	£78.00
Second Resident Permit (where available)	£105.00	£103.00	£102.00	£103.00	£105.00	£117.00
Third Resident Permit	By discretion only on application			£170.00	£180.00	£200.00
Highway Order for Epping Forest Area						Inflationary increase
Scale of Existing Charges	2018	2019	2020	2021	2022	
Resident Permit	£50.00	£53.00	£55.00	£55.00	£55.00	£61.00
Second Resident Permit (where available)	£80.00	£83.00	£85.00	£88.00	£90.00	£100.00
Third Resident Permit	By discretion only on application			£170.00	£180.00	£200.00
All areas where available						Inflationary increase
	2018	2019	2020	2021	2022	
Visitor Permits pack of 10 (paper permits) up to 24hr	£ 15.00	£ 20.00	£ 20.00	£ 25.00	£ 30.00	£ 33.00
Visitor Permits - MiPermit (digital system) 24-hour	£ 10.00	£ 11.00	£ 11.50	£ 12.00	£ 12.50	£ 14.00
Visitor Permits - MiPermit (digital only) 6-hour	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 6.00	£ 7.00
Trader's Permit (annual) - valid all areas of NEPP	£ 300.00	£ 250.00	£ 230.00	£ 220.00	£ 210.00	£233.00
Discretionary permit(s) (subject to conditions) (eg Carer)	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 30.00	£ 33.00
Replacement for lost or stolen permit	£ 15.00	£ 22.00	£ 23.00	£ 24.00	£ 25.00	£ 28.00
Dispensation/Suspension Permit – First Day	£ 22.00	£ 23.00	£ 24.00	£ 25.00	£ 25.00	£ 28.00
Dispensation/Suspension - other days (up to 7 days)	£ 10.00	£ 11.00	£ 11.50	£ 12.00	£ 12.50	£ 14.00

Appendix 3. Finances of Operation by District Boundary

Example workings of cost by district boundary, in accordance with the Agreement:

Without TRO (Part 1)

Appendix E - breakdown by District						
Area	Braintree	Colchester	Epping	Harlow	Tendring	Uttlesford
Expenditure	222	378	222	267	178	267
Income	(105)	(532)	(418)	(115)	(187)	(35)
ND Costs	64	109	64	77	51	77
Nett	181	(45)	(132)	229	41	307
	deficit	surplus	surplus	deficit	deficit	deficit

Appendix E - breakdown by District						
Area	Braintree	Colchester	Epping	Harlow	Tendring	Uttlesford
Expenditure	403	686	403	494	323	484
Income	(288)	(1250)	(900)	(321)	(450)	(159)
ND Costs	64	108	64	77	51	77
Nett	180	(456)	(432)	240	(76)	402
	deficit	surplus	surplus	deficit	surplus	deficit

Overall (142) CR

Copied and fixed

with TRO (Part 2)

Appendix E - breakdown by District						
Area	Braintree	Colchester	Epping	Harlow	Tendring	Uttlesford
Expenditure	291	447	291	336	247	336
Income	(105)	(532)	(418)	(115)	(187)	(35)
ND Costs	64	109	64	77	51	77
Nett	250	24	(63)	298	111	377
	deficit	deficit	surplus	deficit	deficit	deficit

Appendix E - breakdown by District						
Area	Braintree	Colchester	Epping Forest	Harlow	Tendring	Uttlesford
Expenditure	473	755	473	553	382	553
Income	(288)	(1250)	(900)	(321)	(450)	(159)
ND Costs	64	108	64	77	51	77
Nett	249	(387)	(363)	310	(7)	471
	deficit	surplus	surplus	deficit	surplus	deficit

Overall 274 DR



North Essex Parking Partnership

Meeting Date: 19 December 2022
Title: Traffic Regulation Order Application Decision Report
Author: Trevor Degville – Parking Technical Manager
Presented by: Jason Butcher – Group Development Manager

This report asks the Joint Committee to approve, defer or reject traffic regulation order proposals from the list of applications that have been received.

1. Recommended Decision(s)

1.1 The Joint Committee is requested to:

- Prioritise proposed traffic regulation order schemes from the list of applications that have been received by the North Essex Parking Partnership. The provisional decisions agreed by the partner authority for the area are shown as either Approve, Defer or Reject.
- At the October 2022 NEPP JPC it was agreed to defer applications in the Uttlesford District until the December JPC. It was also agreed that specific proposals in the Braintree District and Colchester City areas would be deferred to be considered at this meeting. One application from the Tendring District was not included on the list at the October 2022 meeting due to an administrative error. It has therefore been included on the list for consideration at this meeting.

2. Reasons for Recommended Decision(s)

- 2.1. To allow NEPP officers to draft prioritised traffic regulation orders. These would be advertised in 2023.
- 2.2. To allow applicants to be advised of the outcome of their proposal.
- 2.3. Following the June 2020 JPC decisions, fourth tier applications (these are the schemes that are outside of the socially necessary category, such as junction protection and school entrance markings) can currently be approved without being considered one of the partner authorities six choices. Fourth tier and permit schemes are shown with * after Approve.

3. Alternative Options

- 3.1 The NEPP Joint Committee does not prioritise any of the below proposals. The proposals would then be considered at a future meeting.

4. List of applications by authority

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score	Approx. cost	Provisional decision
T7620140 – deferred from Oct 2021 JPC	Uttlesford	Woodlands Park Great Dunmow	Waiting restrictions and extension of loading restriction	Parking on inconsiderate parts of the estate	N/A	£1700	Reject
T14684084	Uttlesford	West Road Saffron Walden	Resident permit area/s	Introduction of permit bays	39	£1600	TBC*
T41435611	Uttlesford	Watch House Green Felstead	Waiting restriction/s	Double red route junction protection due to school-based parking issue	36	£1600	Approve*
T17420578	Uttlesford	New Road, Saffron Walden	Resident permit area/s	No off-street parking available	34	£1600	Approve*
T224352310	Uttlesford	Ashdon Road/Common Hill Saffron Walden	Resident permit area/s	Additional spaces required for permit holders	39	£1250	Approve for additional spaces on Ashdon Road only
T115575310	Uttlesford	Stebbing Road Felstead	Waiting restriction	School based parking issue	28	£3000	Approve*
T18441363	Uttlesford	Roding Drive Little Canfield	Waiting restriction	Obstructive parking opposite a junction	47	£1250	Approve
T16527414	Uttlesford	George Street Saffron Walden	Loading only bay/s	Reduction in time to allow parking	27	£1150	Defer
T17573032	Uttlesford	Mountfitchet Estate Stansted Mountfitchet	Stopping restrictions	Issues with junction and bend parking	30	£4100	Approve*
T12367746	Braintree	Stone Close Braintree	Waiting restriction/s	Obstructive & inconsiderate parking associated with non-residential parking	40	£1700	Approve
T16432156	Braintree	The Street & Kings Lane Stisted	Waiting restriction/s	Junction parking issue at school times	26	£2750	Reject
T214616811	Braintree	Finchingfield Disabled Parking Bays	Disabled badge holders only bay/s	Issues with spaces at peak times	23	£1275	Reject – applicant applying to ECC
T22601739	Braintree	The Causeway Finchingfield	Waiting restriction/s	Displacement issue caused by double yellow lines	30	£1150	Approve

				installed in 2022			
T23325011	Colchester	Coast Road/Victoria Esplanade and associated roads West Mersea	Waiting restrictions	Changes to busy areas on West Mersea	N/A	£9500	Reject
T16464731	Tendring	Reckitts Close, Clacton on Sea	Waiting Restrictions	Junction Protection	N/A	£1350	Approve*

5 Standard References

- 5.1 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.



North Essex Parking Partnership

Joint Parking Committee

Meeting Date: 19 December 2022
Title: Traffic Regulation Order [TRO] Policy Report
Author: Jason Butcher, Group Development Manager
Presented by: Jason Butcher, Group Development Manager

This report updates Members of details of a consultation about Obstructive and Footway Parking which has been discussed previously in some detail by the Committee.

1. Recommended Decisions

- 1.1. To agree the new TRO procedure flowchart as detailed in Appendix B
- 1.2. To agree the new Prioritisation Scoring Methodology detailed in Appendix C
- 1.3. To agree a reduction in the total overall number of new TRO scheme allocations including 'Tier 4' schemes, to 36 per year and agree a prioritisation mechanism from the options outlined in the 'TRO Prioritisation Options' section below. Option 1 is included in the proposed policy for demonstration.
- 1.4. To agree the new general NEPP Traffic Regulation Order (TRO) Policy detailed in Appendix A

2. Reasons for Recommended Decisions

- 2.1. For good governance and to encourage good communication of NEPPs policies and operations.
- 2.2. To adhere to Section 15 of the Joint Committee Agreement, which requires the Joint Committee to keep under review policies relating to civil parking enforcement.
- 2.3. To ensure the TRO operation can function effectively, delivering both new schemes and maintaining existing restrictions, within the agreed budget of £329,000, not allowing for any inflationary increases, according to the Partnership Agreement.
- 2.4. To ensure the method of scoring potential new TRO schemes better reflects the need for evidenced local support, increasing the chances of successful scheme delivery.

3. TRO Prioritisation Options

- 3.1. One of the following options will be reflected within the
- 3.2. **Option 1** - As proposed within the Policy in Appendix A. 3 'Socially Necessary' and 3 'Tier 4' schemes.
- 3.3. **Option 2** – 6 schemes for each District with the mix of 'Socially Necessary' and Tier 4 schemes to be determined locally.

- 3.4. **Option 3** - Prioritisation to be recommended by NEPP officers based on a combination of the assessment score and subjective local need and support. Committee to agree final prioritisation of schemes at October JPC meetings.

4. Financial

- 4.1. The overall cost of delivering new TRO schemes has increased due to increases in the cost of lining, signage, and advertisement.
- 4.2. As an indicator, newspaper advertisement costs have increased from £2.10 per column cm to £5.10 per column cm and we're also allowing for an inflationary increase in the cost of thermo-plastic lining.
- 4.3. The introduction of new schemes only adds to the amount of ongoing maintenance required and therefore the allocated budget will limit how much additional work can take place. We should plan prudently and allow for sufficient flexibility to cater for this additional maintenance work.

5. Supporting Information

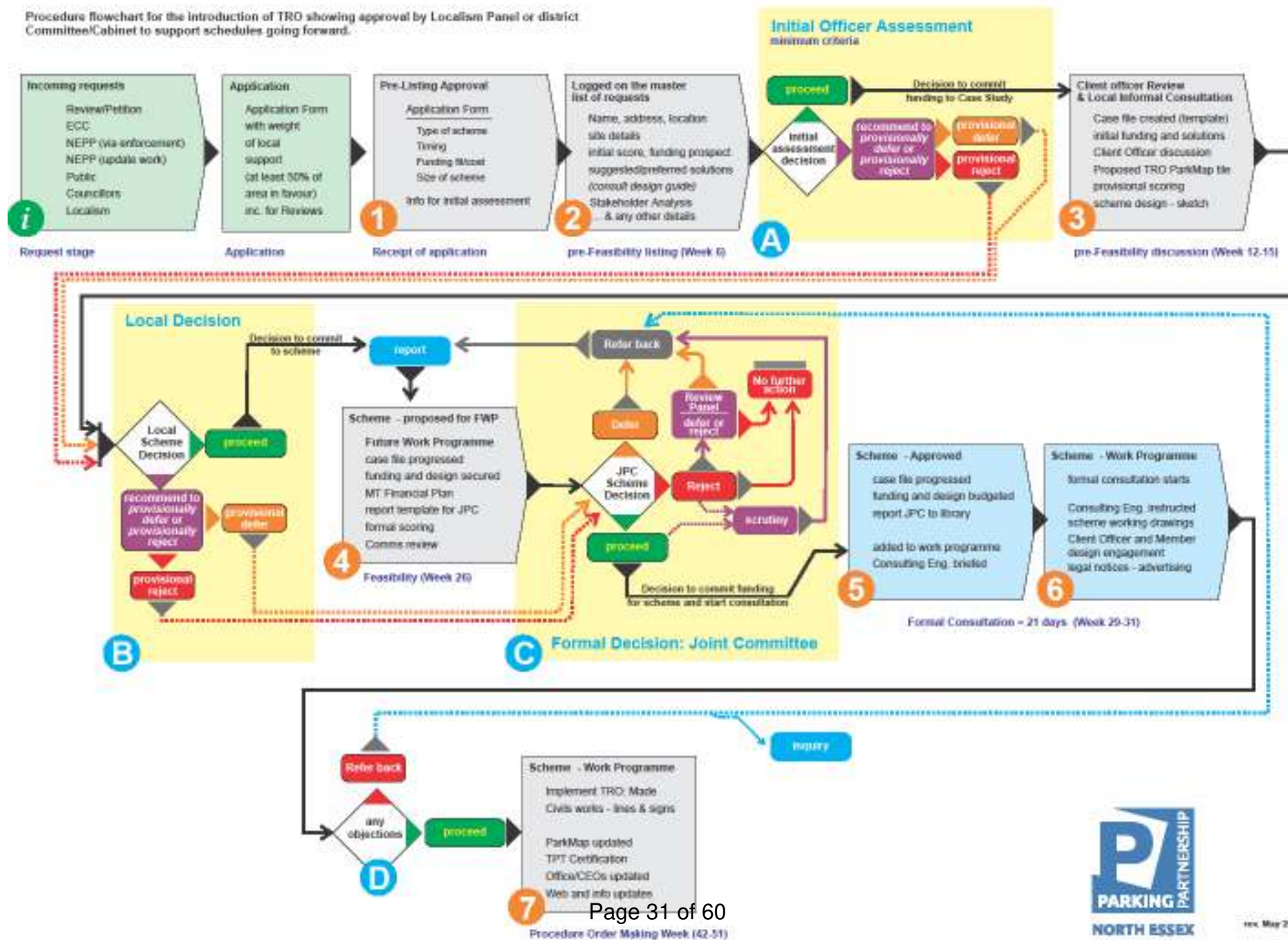
- 5.1. The current TRO policy and supporting documents can be viewed in the 'Traffic Regulation Order Policies' section on the NEPP website at north.parkingpartnership.org/policies-and-procedures
- 5.2. 'Tier 4' schemes are those not deemed as socially necessary – such as those linked to safety – junction protection restrictions as an example.

6. Summary of key changes

- 6.1. The main changes from the old policy are modest as the current policy include:
- Updated improved wording, terminology, hyperlinks and contact details throughout
 - Inclusion of 75% residential support for resident permit schemes, as is currently required (pages 8 and 12)
 - Addition of a new 'pre-Advertisement' step to allow for greater engagement with Client Officers and Members between JPC approval and formal consultation stages – allowing for further design refinement and aiming to ensure greater understanding of the final proposed scheme (page 8)
 - Addition of requirement for a stakeholder analysis to be produced and agreed alongside relevant Client Officers and Members for all schemes (Page 9)
 - Inclusion of Red Route and Red Lines as restriction types (page 16)
 - Suggested formal inclusion of an updated NEPP-funded TRO limit for each District per TRO cycle – to be updated with option selected in part 3 of this report (page 15)
 - Updated TRO procedure flowchart (page 16 and Appendix B)
 - Suggested Updated Assessment System and Scoring Methodology (page 19 and Appendix C)

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 implication



Appendix C

Prioritisation Scoring Methodology

Location:

Total Points:

Viability/Finance 15 points

Economic contribution to NEPP (Residents or P&D parking)	10 points
Funded externally and not from NEPP budget	5 points

Localised Impact 25 points

Parking regularly occurs within 10-15 metres of site request.....	5 points
Personal injury collision recorded and attributed to parking.....	10 points
(only relevant for requests relating to safety e.g yellow/red lines)	
Parking request relates to an A or B routed classified road	5 points
Parking occurs on a bus route	5 points

Accessibility 20 points

Parking inhibiting emergency services etc & is evidenced	10 points
Parking close to school, hospital, railway station etc	5 points
Parking causes localised congestion in peak periods (rush hours)	5 points
(congestion impact not relevant at school sites)	

Support Available 20 points

Scheme/restriction is supported by relevant parties affected	10 points
(e.g resident & business petition(s) available to evidence this)	
Scheme/restriction is supported Politically.....	10 points
(5 points available for either ECC or Ward Member)	

Enforcement 20 points

Parking occurs during day (8am-6pm).....	5 points
Parking of a long duration (In excess of 4 hours).....	5 points
Parking close to existing restrictions	5 points
Enforcement can be arranged via CCTV vehicle.....	5 points

Maximum Score 100 points

Emphasis on localism with informal consultations as part of the application process to ascertain level of support and to negate and lessen risks involved when advertising proposal

Parking Partnership

Traffic Regulation Orders – General Policy

December 2022

Introduction & Background

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

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

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

The North Essex Parking Partnership Policy

As a part of the Network Management Duty, The North Essex Parking Partnership continues to develop and publish new iterations of its parking Strategy covering on- and off-street parking.

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

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

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

Context

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

Contents

Parking Partnership	1
Traffic Regulation Orders – General Policy.....	1
Introduction & Background	1
The North Essex Parking Partnership Policy	1
Context.....	1
Contents	2
Part 1 – Right to Challenge Parking Policies	3
Traffic Management Act 2004: Network Management Duty Guidance.....	3
Introduction & Background	3
Reviewing Parking Policy and Restrictions	3
Broad Principles	3
Minimum Threshold for the Number of Signatures for a Valid Petition.....	4
Minimum Requirements for a Valid Petition – Information.....	4
Management of Petitions – Inappropriate Reviews.....	4
Management of Petitions – Review of Parking Policies in Response to a Petition	4
Part 2 – New Parking Restrictions Policy	6
1: Introduction.....	6
2: The requirement for waiting, red line and red route restrictions.....	7
3. Arrangements for dealing with Traffic Regulation Order (TRO) requests	7
4. Implementing TROs once the Order is made	10
5: Types of TROs	10
6. ECC criteria for determining requests for new Parking Restrictions.....	10
Essex County Council safety and collision intervention criteria.....	10
Essex County Council congestion criteria.....	11
7. NEPP criteria for determining requests for new Parking Restrictions	11
Commuter parking in a residential street (preferred parking)	11
Short term invasion parking (outside schools, organisations, etc).	12
Provision of customer on-street parking for local shops and businesses.....	13
Obstruction of driveway (difficulty getting vehicle on and off driveway).....	13
Parking around industrial areas.....	13
Parking on verges, pavements and green areas.....	13
Taxi Ranks	14
Loading and unloading provision	14
Junction Protection, Red Routes and Red Lines	14
8. Funding for TRO Schemes	15
9. Types of parking restriction and the responsible authority.....	16
10. Contact Details	16
Appendix 1	16
TRO flow chart – process.....	16
Appendix 2	17
Request for parking restriction information form	17
Appendix 3 Types of TROs	17
Permanent TROs.....	17
Temporary and Experimental TROs	17
Appendix 4	18
Functional Route Hierarchy	18
Appendix 5.....	19
Assessment System & Scoring Methodology	19

Part 1 – Right to Challenge Parking Policies

Traffic Management Act 2004: Network Management Duty Guidance

December 2016

Introduction & Background

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

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

Reviewing Parking Policy and Restrictions

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

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

National guidance provides detail on how the Government considers that the system should work and advises Councils on best practice. The system recommends that local authorities have a system which allows residents to raise petitions about particular parking restrictions in a particular place.

Broad Principles

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

It is important that the local community can ask for a review if they believe that parking restrictions should be changed as a result of changed circumstances or if they believe that restrictions have had unintended consequences.

It is of course the right of any individual or business to contact their local authority about any aspect of parking in their area.

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

This petition scheme does not apply to requests for new parking restrictions which can be requested by individuals as set out in part 2 of this document.

NEPP has used the National Guidance in developing the scheme.

Minimum Threshold for the Number of Signatures for a Valid Petition

Anyone can start a petition, but petitions will only be considered under this policy if they are signed by people representing 50 addresses. Petitions can be signed by anyone affected by a parking restriction, for example by a local resident, by someone who owns or works in premises affected by a parking restriction.

The Partnership has the discretion to accept petitions supported by a smaller number of people if it is clear that the petition has only a very local effect (e.g. a residential cul de sac) and there is widespread support for the petition amongst those affected.

Minimum Requirements for a Valid Petition – Information

The petition should state:

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

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

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

The petition must be stated on each page. Each signatory must provide their full name and address.

Management of Petitions – Inappropriate Reviews

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

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

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

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

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

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

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

Large or complex reviews could take a considerable time, and the Council will only be able to manage and progress schemes within available resources. The Council will ensure that the Lead petitioner has a clear understanding of the timescale, provide regular progress updates, and in particular provide details on the timing and nature of

any public consultation. The Lead petitioner will be the person responsible for communicating with other petitioners.

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

Wherever possible, the Council will ensure that:

- Decisions on the local authority's response to a petition which has been accepted will be taken by the NEPP Committee.
- NEPP Joint Committee meets in public, and the petitioners will have the ability to watch the discussion.
- If the Lead Petitioner attends the meeting, the Chairman will normally allow Lead Petitioner to address the meeting.

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

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

Part 2 – New Parking Restrictions Policy

1: Introduction

This Policy sets out how the North Essex Parking Partnership will deal with requests for new parking restrictions received from Parish or Town Councils and members of the public. This Policy does not deal with how NEPP will deal with requests made by the following, if the request is made on safety grounds or will be undertaken with funding provided by the local authority concerned (e.g. via a planning obligation):

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

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

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

A consistent approach to delivering new parking schemes is required to ensure that TROs across the Partnership meet the necessary regulations but also align to a standard that is reflected across Essex, including fully mapped TROs.

The aim is to demonstrate a fair and transparent approach throughout the Partnership areas when considering requests for new parking schemes and to ensure the Partnership's traffic management objectives are achieved. It is acknowledged that all requests for a parking restriction will have some benefits to the particular area. Requests may be submitted for a variety of reasons and depending on the circumstance will be considered under a scheme of priority to the Partnership.

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

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

Where a TRO application concerns private land, the landowner must give permission for the TRO to be implemented. In all cases apart from where the land is owned by the District or Parish Council, the permission must be provided in writing.

2: The requirement for waiting, red line and red route restrictions

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

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

Safety, Congestion and New development/improvement schemes are predominantly dealt with by Essex County Council according to their policies and assessment criteria. These are outlined on page 10 of this document.

Red line and red route restrictions may also be proposed where other restrictions are unsuitable but only on the grounds of Safety and Congestion as defined above.

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

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

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

3. Arrangements for dealing with Traffic Regulation Order (TRO) requests

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

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

All new requests for parking restrictions must be submitted using the [online service](https://north.parkingpartnership.org) at north.parkingpartnership.org or where this may not be accessible, further details can be found on **page 17** of this document.

Note: When requesting a new parking restriction, it is necessary to gain as much local support from people affected by the perceived parking problem before submitting the request. Gaining support from local Councillors and the parish, Town or City council is also advisable. Requests received from individuals will be considered as the view of only one person and not a view shared with a wider group unless there is clear evidence of wider support. Once the NEPP TRO team receives the request they will

initially review and consider the application on the grounds of safety and congestion in accordance with the ECC policy criteria.

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

For stage 2, for the purpose of the consultations with Local Interest Groups, a process is in place whereby a 50% response rate to all consultation letters sent will be required. Of the responses received, 50% must be in favour of the change (this will be 75% if it concerns a resident permit scheme). If the response rates meet these criteria a scheme will be costed, and a report will be submitted to the NEPP Joint Committee for consideration to provide the necessary funding to proceed with a proposed Traffic Regulation Order. If either criterion is not met, this will be reflected as a lack of support for the scheme and will result in the scheme being considered as low priority and may result in no further action being taken.

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

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

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

The report will include a formal quantitative score (see **on page 19**) and qualitative details relating to social need. These reports will then be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision on whether to proceed with the scheme.

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

A report will be created for the Joint Committee to consider and either Agree, Defer or Reject the scheme. An approximate cost of the scheme will also be provided to the committee to ensure transparency in the cost of delivering each scheme, alongside the assessment score. Funding options for the implementation of new parking restrictions are outlined **on page 15** onwards in this document

If funding is agreed a TRO will be drafted for initial review and refinement with the relevant Client Officer and Committee Member, prior to the statutory consultation that must be undertaken in accordance with *The Local Authorities Traffic Orders*

(*Procedure*) (*England and Wales*) *Regulations 1996* which will include some or all of the following, depending upon the scheme:

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

In addition to the statutory requirements, NEPP *may also choose* to obtain the views of local stakeholders such as:

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

NEPP will agree with the Partner Authority each proposed TRO scheme is located in, who the key local stakeholders will be to ensure that consultations reach the correct parties. This will be confirmed in a stakeholder analysis for each scheme prior to all consultations.

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

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

Objections to the proposals and comments of support must be made, in writing, to the addresses specified in the Notice, or ideally submitted online via the relevant portal, during this period. Any person may object or offer support to a proposed TRO. If there are unresolved objections, which cannot be resolved by the Parking Partnership Group Manager, a report will be submitted to the Joint Committee. An Order may be made in part while other objections are being considered.

For the purpose of considering representations, a report may be made to the Joint Committee which will Approve or Reject the objections or may ask for an order to be

Modified. Modifications to the proposals resulting from objections could require further consultation.

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

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

4. Implementing TROs once the Order is made

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

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

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

5: Types of TROs

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

A TRO can include restrictions on the type of user, extent of road affected, and the period during which the TRO is effective. The different types of TROs (Permanent, Temporary, Experimental and Urgent) are explained on **page 16** onwards.

6. ECC criteria for determining requests for new Parking Restrictions

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

Essex County Council safety and collision intervention criteria

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

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

Essex County Council congestion criteria

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

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

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

Further detail on the functional route hierarchy is explained on **page 18** onwards.

7. NEPP criteria for determining requests for new Parking Restrictions

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

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

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

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

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

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

Commuter parking in a residential street (preferred parking)

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

The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme. This type of scheme will only allow residents

and their visitors to park within a designated area throughout the period of the restriction and exclude all other vehicles.

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

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

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

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

- The majority of residents are in favour of such a scheme.
- Any proposed parking scheme will require a consultation with all parties involved including residents of the street or streets affected. If there is no evidenced majority of 75% or above in support of the scheme it is highly unlikely that the scheme will progress.
- The introduction of a scheme would not cause unacceptable problems in adjacent roads. When surveying an area, it is essential that the displacement of vehicles does not cause unacceptable problems in adjacent roads. The restriction of vehicles from one location will not necessarily make the perceived problem go away but do no more than move the problem.
- If displacement parking is considered likely, there should be evidenced support for consider implementing restrictions to mitigate the risk of displacement parking in affected roads.
- The Partnership is satisfied that a reasonable level of enforcement can be maintained.

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

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

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

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

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

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

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

Designated areas of on street parking can be created to serve the needs of local businesses and the retail sector. To ensure these areas are not subjected to all day commuter parking NEPP would consider introducing a limited waiting scheme or an on-street payment parking scheme, most likely managed via a digital payment system.

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

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

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

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

A white H-bar marking can be placed on the highway indicating the access to the driveway. This type of marking is advisory only. NEPP will offer this option to residents – it is optional and is chargeable to the customer. However, it will not be maintained by NEPP or ECC if it wears away or is removed as part of any highway works.

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

Parking around industrial areas

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

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

Parking on verges, pavements and green areas

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

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

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

Until such time legislation permits a blanket order for this type of issue or powers to enforce pavement parking where an obstruction is evident are given to Local Authorities, then NEPP advice will be for alternative solutions to be pursued as follows;

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

Taxi Ranks

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

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

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

Loading and unloading provision

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

The introduction of loading and unloading provision will be considered on its individual merit but overall will have a high to medium priority to match the NEPP's objectives.

Each request will need to complement the wider aims and interests of:

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

Junction Protection, Red Routes and Red Lines

Requests for junction protection through red or yellow lines will be considered on their individual merits however do not constitute a priority as safety-related issues should be dealt with by Essex County Council.

Where a need is identified or sufficient local support is evidenced, an application will be assessed and prioritised inline with other applications received. Any scheme must address the need to maintain safe free flow of traffic and be able to be enforced effectively.

8. Funding for TRO Schemes

ECC has a commitment to fund any schemes that meet the criteria of the ECC safety and congestion criteria and this is typically through the Local Highways Panels set up for each district.

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

Funding can potentially be sourced from the following areas;

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

The aim is for the Parking Partnership account to create sufficient surplus to be able to invest back into the TRO function.

As mentioned on **page 8** the NEPP Technical Team will produce a report for each request received with a recommendation to accept or decline the proposal. The report will include full details of site visits and informal consultation outcomes. These reports will then be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision. A copy of the assessment form to be used is shown on **page 19** onwards.

**Unless sufficient funding otherwise allows the number of TRO schemes per district/city to be funded from the Parking Partnership account and allocated TRO budget will be three schemes per year. An additional three schemes may also be approved if they meet the 'fourth tier' category of restriction (being those not considered as socially necessary, such as junction protection or school entrance markings). Additional schemes may be approved where third-party funding is provided, or where a business case suggests that the scheme will self-finance, such as on-street payment parking or permit schemes. **

This is to ensure that there is a balance between delivering new schemes and reviewing and maintaining existing ones within the available budget.

9. Types of parking restriction and the responsible authority

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

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

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

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

However, ECC may choose to delegate and fund the implementation of these restrictions to NEPP.

10. Contact Details

Address:

North Essex Parking Partnership
Technical Team

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

Email:

techteam@colchester.gov.uk

Appendix 1

TRO flow chart – process

The flow chart is shown as [a separate document](#) for ease of reference.

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

Appendix 2

Request for parking restriction information form

An [online application](#) can be made by using the North Essex Parking Partnership website, however a paper application form may be provided where an applicant may require a reasonable adjustment due to disability or accessibility requirements.

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

Appendix 3 Types of TROs

Permanent TROs

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

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

Temporary and Experimental TROs

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

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

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

Temporary Orders: –

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

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

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

An **Experimental Order** is like a Permanent TRO in that it is a legal document which imposes traffic and parking restrictions such as road closures, controlled parking and other parking regulations indicated by double or single yellow lines etc. The

Experimental Traffic Order can also be used to change the way existing restrictions function.

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

Experimental Orders: –

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

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

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

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

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

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

Temporary and Experimental Orders may be made either by NEPP or ECC.

Appendix 4

Functional Route Hierarchy

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

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

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

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

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

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

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

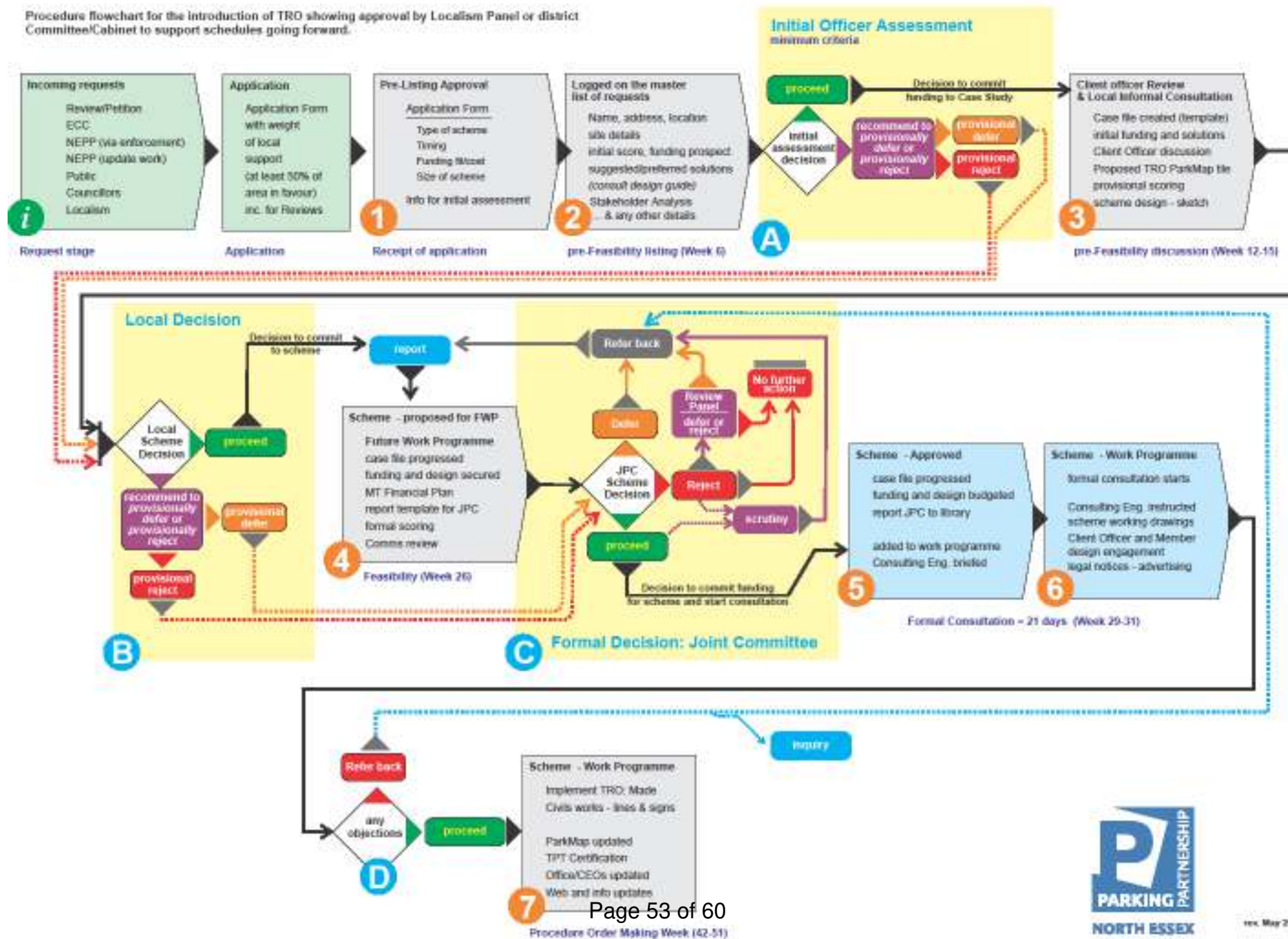
Appendix 5

Assessment System & Scoring Methodology

The scoring methodology is shown in [a separate document](#) for ease of reference, available on the North Essex Parking Partnership website.

This methodology is designed to strengthen the assessment of applications that have evidenced local support.

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



Appendix C

Prioritisation Scoring Methodology

Location:

Total Points:

Viability/Finance 15 points

Economic contribution to NEPP (Residents or P&D parking)	10 points
Funded externally and not from NEPP budget	5 points

Localised Impact 25 points

Parking regularly occurs within 10-15 metres of site request.....	5 points
Personal injury collision recorded and attributed to parking.....	10 points
(only relevant for requests relating to safety e.g yellow/red lines)	
Parking request relates to an A or B routed classified road	5 points
Parking occurs on a bus route	5 points

Accessibility 20 points

Parking inhibiting emergency services etc & is evidenced	10 points
Parking close to school, hospital, railway station etc	5 points
Parking causes localised congestion in peak periods (rush hours)	5 points
(congestion impact not relevant at school sites)	

Support Available 20 points

Scheme/restriction is supported by relevant parties affected	10 points
(e.g resident & business petition(s) available to evidence this)	
Scheme/restriction is supported Politically.....	10 points
(5 points available for either ECC or Ward Member)	

Enforcement 20 points

Parking occurs during day (8am-6pm).....	5 points
Parking of a long duration (In excess of 4 hours).....	5 points
Parking close to existing restrictions	5 points
Enforcement can be arranged via CCTV vehicle.....	5 points

Maximum Score 100 points

Emphasis on localism with informal consultations as part of the application process to ascertain level of support and to negate and lessen risks involved when advertising proposal



North Essex Parking Partnership

Meeting Date: 19 December 2022

Title: **Forward Plan 2022-2023**

Author: Owen Howell – Democratic Services, Colchester Borough Council

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

This report concerns the 2022-23 Forward Plan of meetings for the North Essex Parking Partnership.

1. Recommended Decision(s)

- 1.1 To note and approve the North Essex Parking Partnership Forward Plan for 2022-23.
- 1.2 To note and approve the proposed dates for meetings of the Joint Committee during 2023-24.

2. Reasons for Recommended Decision(s)

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

3. Supporting Information

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

4. Meeting venues for 2022-23

- 4.1 The revolving hosting of Joint Committee meetings by the Partnership local authorities means that the next meeting is to be hosted by Braintree District Council on 16 March 2023. Hosting authorities will abide by any health and safety measures required by law at the time they are held.

5. Date for 2023-24 meetings of the Joint Parking Committee

- 5.1 It is proposed that the following dates are approved for meetings of the Parking Partnership's Joint Parking Committee:

- 22 June 2023 [Already Approved]
- 26 October 2023
- 14 December 2023
- 14 March 2024
- 20 June 2024

6. Appendices

6.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2022-23.

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

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	1 June 2022, (3pm) Microsoft Teams - online	23 June 2022 1.00pm, Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update Traders' Permits Forward Plan '22/23	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	6 October 2022, Microsoft Teams - online.	27 October 2022 1.00pm, Venue: Dining Hall at The Latton Bush Centre Southern Way, Harlow CM18 7BL.	Technical report and Traffic Order Scheme Prioritisation Update on Purlieu Way and Harewood Hill, Theydon Bois Financial Report Partnership Update Report Project update report Obstructive Parking Update Forward Plan '22/23	Jason Butcher (PP) Jason Butcher (PP) Lou Belgrove (PP) Richard Walker (PP) Danielle Northcott (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	17 November 2022, Microsoft Teams - online	19 December 2022 1.00pm, Venue: See next page.	NEPP Financial Update Traffic Regulation Order Policy Technical report and Traffic Order Scheme Prioritisation	Lou Belgrove (PP) Jason Butcher (PP) Jason Butcher (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
		Uttlesford District Council, London Road, Saffron Walden CB11 4ER	Traders' Permits Use of Reserves Obstructive Parking Update Forward Plan '22/23 and' 23/24 Dates	Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	23 February 2023, Microsoft Teams - online	16 March 2023 1.00pm, Venue: Braintree District Council, Causeway House, Bocking End, Braintree CM7 9HB	Finance Update and 2023/24 Budget Obstructive Parking Update Forward Plan '22/23	Richard Walker (PP)/ Lou Belgrove (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	1 June 2023, Microsoft Teams - online	22 June 2023 1.00pm, Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update Obstructive Parking Update Forward Plan '23/24	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Owen Howell (CBC)

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

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker richard.walker@colchester.gov.uk

Group Operating Manager, Jake England - Jake.England@colchester.gov.uk

Group Development Manager, Jason Butcher - Jason.Butcher@colchester.gov.uk

Business Manager, Lou Belgrove - Christine.Belgrove@colchester.gov.uk

Technical Manager, Trevor Degville - trevor.degville@colchester.gov.uk

Project Manager, Danielle Northcott - Danielle.Northcott@colchester.gov.uk

Civil Operations Manager, Lisa Hinman - lisa.hinman@colchester.gov.uk

Digital Operations Manager, Christopher Greenslade - Christopher.Greenslade@colchester.gov.uk

Service Accountant, Louise Richards - louise.richards@colchester.gov.uk

Governance, Owen Howell - owen.howell@colchester.gov.uk

Media, Lexie Tuthill - alexandra.tuthill@colchester.gov.uk

