



North Essex Parking Partnership

Joint Working Committee On-Street Parking

Griffen Suite, Latton Bush Centre, Harlow
6 March 2014 at 1.00 pm

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

North Essex Parking Partnership
Joint Committee Meeting – On-Street
Thursday 6 March 2014, 1.00 pm
Griffen Suite, Latton Bush Centre, Harlow

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Anthony Durcan (Harlow)
Martin Hunt (Colchester)
Rodney Bass (ECC)
Robert Mitchell (Braintree)
Nick Turner (Tendring)
Gary Waller (Epping Forest)

Non Executive Members:-

Eddie Johnson (ECC)

Officers:-

Jonathan Baker (Colchester)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Joe McGill (Harlow)
Paul Partridge (Braintree)
Liz Burr (ECC)
Andrew Taylor (Uttlesford)
Ian Taylor (Tendring)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)
Sarah Ward (Colchester)
Leah Whitwell (Braintree/Colchester)
Matthew Young (Colchester)

		Introduced by	Page
1.	Welcome & Introductions		
2.	Apologies Councillor Rodney Bass (Essex County Council) Qasim Durrani (Epping Forest)		
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.	To approve the draft minutes: On-Street Parking Joint Committee –8 January 2014		1-11
6.	NEPP On-Street financial position at period 10 2013/2014 To note the on-street financial position at period 10 2013/14	Matthew Young	12-14
7.	Operational Update To consider and note the operational progress since the last meeting on 8 January 2014	Lou Belgrove	15-17
8.	Approval of Traffic Regulation Orders To formalise the dates in the year that potential Traffic Regulation Orders are considered by the NEPP Joint Committee.	Trevor Degville	18-19
9.	Colchester Resident Permit Review To note the progress of the review.	Trevor Degville	20-21
10.	Enforcement of the Essex Act 1987 To note the provisions for enforcement under the Essex Act 1987	Richard Walker	22-26

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|------------|--|-------------------------|--------------|
| 11. | Local Enforcement
To consider the issues which may surround another authority, beside the lead authority, providing some additional local on-street enforcement. | Richard Walker | 27 |
| 12. | Policy for “Limited Waiting – No Return Within”
To note the clarification provided on the policy for “Limited Waiting – No Return Within” | Richard Walker | 28-30 |
| 13. | Forward Plan
To consider and note the 2014-15 Forward Plan. | Richard Clifford | 31-32 |
| 14. | Urgent items
To announce any items not on the agenda which the Chairman has agreed to consider. | | |

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

8 January 2014 at 1.00pm

Tendring District Council Offices, Thorpe Road, Weeley

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Tony Durcan (Harlow District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Nick Turner (Tendring District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: -

Councillor Eddie Johnson (Essex County Council)
Councillor Rodney Bass (Essex County Council)

Also Present: -

Lou Belgrove (Parking Partnership)
Richard Clifford (Colchester Borough Council)
Trevor Degville (Parking Partnership)
Vicky Duff (Essex County Council)
Joe McGill (Harlow District Council)
Hayley McGrath (Colchester Borough Council)
Samir Pandya (Braintree District Council)
Andrew Taylor (Uttlesford District Council)
Ian Taylor (Tendring District Council)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)
Sarah Ward (Colchester Borough Council)
Leah Whitwell (Braintree / Colchester)
Matthew Young (Colchester Borough Council)

Apologies:-

Liz Burr (Essex County Council)
Qasim Durrani (Epping Forest District Council)
Paul Partridge (Braintree District Council)

33. Declarations of Interest

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

34. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for On-Street Parking of 31 October 2013 be confirmed as a correct record.

35. Treatment of On-Street Financial Surpluses or Deficits

Matthew Young, Head of Operational Services, Colchester Borough Council, presented a report proposing that any surpluses between £0 and £50,000 and any deficits between £50,000 and £0 on the on-street account be carried over to the next financial year and proposing how surpluses and deficits exceeding £50,000 should be handled.

The Joint Committee were supportive of the proposals and considered that £50,000 was a sensible limit to the deficit or surplus that should be carried over. It was suggested that the Joint Committee should agree how any deficit should be handled at the Annual General Meeting.

Councillor Turner reiterated that it was Tendring District Council's position that it had not budgeted for any deficit and would not make a further contribution to cover any deficit. Tendring had offered alternative income streams to the Partnership but these had been treated lightly. It had joined the Partnership on the basis that it would generate a surplus. Suggestions that it had brought a £300,000 deficit to the Partnership were refuted. This deficit had been caused by the Business Plan created by Essex County Council.

In discussion, other members stressed that the joint responsibility for any deficit was set out in the Agreement and that this could not be changed unilaterally. The Partnership should be concentrating on ensuring that it generated a surplus.

RESOLVED that:-

- (a) Any surpluses between £0 and £50,000 and any deficits between £50,000 and £0 on the on-street account be carried over to the next financial year.
- (b) That the Joint Committee will consider proposals to address any deficits in excess of £50,000 in any financial year, after any previously carried forward deficit or surplus amount has been included and accounted for, at its Annual General Meeting.
- (c) That the Joint Committee will consider the use of any surpluses over £50,000 in any financial year at its Annual General Meeting.
- (d) If an authority exercises its right to give 12 months notice to leave the Partnership then it will be responsible to pay its share of any deficit that exists at the end of the financial year that it leaves.

(FIVE voted FOR and ONE ABSTAINED from voting).

36. TRO Update and Schemes for Approval

Trevor Degville (Parking Partnership) and Shane Taylor (Parking Partnership) introduced a report giving an update on the technical team's activities and on the list of Traffic Regulation Order (TRO) Schemes.

Members of the Joint Committee stressed the importance of replacing faded yellow lines and that this should be prioritised in the spring as it could lead to lost income for the Partnership. It was confirmed that this was treated as a priority and Civil Enforcement Officers routinely reported places where yellow lines were in need of maintenance.

In respect of the list of TRO schemes for approval, Councillor Mitchell emphasised the need for the list to be kept up to date and to be made more manageable. It was important that schemes were not left on the list indefinitely and in this context it was noted that individual

districts could reject schemes without approval from the Joint Committee. Richard Walker explained that the long term aim was to create a database which could be accessed and updated across the Parking Partnership. Development work with Chipside was ongoing.

The Joint Committee discussed the scheduling of reports to the Joint Committee on TRO schemes. It would help the Technical Team operationally to have two set meetings a year where schemes would be considered. This would allow them to plan their work more efficiently and allow them to concentrate on the implementation of schemes through the summer months. Some concern was expressed that this would introduce undue delay into the approval process. However, it was noted that this was a separate approval process to deal with orders where there was serious safety issue. It was agreed that scheduling TRO schemes should be discussed amongst the Client Officers and that a report be submitted to the next meeting of the Joint Committee addressing how the process could be improved to help the Technical Team work effectively and with maximum efficiency.

RESOLVED that:-

- (a) The work of the Technical Team be noted.
- (b) A report be submitted to the next meeting of the Joint Committee addressing how the TRO approval process could be improved to help the Technical Team work effectively and with maximum efficiency.
- (c) The position on the TRO schemes be noted and the status of the schemes be updated as set out in Appendix A to these minutes.

37. On –Street Operational Report

Lou Belgrove, Parking Partnership, presented the operational report for On-Street Parking. She explained that the Park Safe car would become operational in week commencing 20 January 2014. It would be rolled out progressively throughout the Partnership, with the exception of Tendring. The car had received approval from the VCA and had been successfully tested in Colchester. The Joint Committee considered that there was likely to be considerable public support for the use of the Park Safe car, but stressed that members of the Joint Committee would like to be kept informed of where it was operating so they could update local members. Schools had been identified in each district for launch events and for early operational visits and Joint Committee members were invited to suggest other appropriate schools.

Sarah Ward, Colchester Borough Council, stressed that the Partnership was liaising with Essex County Council Schools over the launch. A number of tools and methods would be used to ensure that schools, and through them parents, would be aware of the use of the vehicle.

Concern was expressed by members of the Joint Committee at the number of on-street permits issued free of charge. Whilst it was appreciated that the practice was likely to be a result of a historic anomaly and that the recipients were other public sector organisations, this level of free permits could not continue. In effect the Partnership was subsidising the costs of other services. Some members considered that the full cost of the permits should be levied, whilst other considered that it would be unreasonable to impose the full costs at short notice, but at minimum the administration costs of processing the permits should be charged. In addition it was argued that a consistent approach needed to be taken across the Partnership. In the course of the debate a number of other solutions were also proposed such as use of “waiver

certificates” rather than free permits or the provision of a smaller number of permits to the relevant organisations which they could then allocate as they saw fit. The Joint Committee concluded that it should defer for further consideration of the issue at a future meeting. This would give officers time to consider the issue in more detail and to review the need for the permits issued. However, it was the firm view of the Committee that the costs of the permits should not be borne by the Partnership and the recipients of free permits needed to be given notice that the current arrangements were likely to change.

In respect of the off-street permits issued free of charge, it was noted that these were part of the base budget that had been transferred to the Parking Partnership and that therefore these permits could continue to be issued free of charge. The relevant districts could seek recovery of the costs of the permits if it considered this was necessary.

RESOLVED that:-

- (a) The Operational Report for On-Street Parking be noted
- (b) A further report on the issue on free of charge permits for on street parking be submitted to the Joint Committee in due course.
- (c) The free of charge permits for off-street parking included in the report to the Joint Committee to continue, with the relevant districts allowed to seek recovery of the costs of the permit if they considered this was necessary.

38. Parking Partnership Annual Report 2012-13

Richard Walker, Parking Partnership, presented the draft Annual Report 2012/13.

In discussion the following points were made:-

- The front cover should include the words “North Essex”;
- The report contained a lot of information about the creation of the Partnership that was not so relevant now the Partnership was well established;
- The heading at page 12 should be amended to read the “The Challenges for Parking Enforcement”;
- At page 14 the figure for the operating deficit should be amended to £0.9m;
- The section entitled “A sense of place” on page 13 should be expanded to do justice to the area, or not included at all;
- The wording “(where the appellant “wins”)” to be deleted from the table at page 22.

Joint Committee members were invited to submit minor drafting or grammatical points to Richard Walker direct.

RESOLVED that the Parking Partnership Annual Report 2012-13 be approved, subject to the amendments detailed above.

39. Consultation from the Department for Transport and the Department for Communities and Local Government in connection with Parking and Enforcement

Richard Walker, Parking Partnership, presented report giving details of a consultation paper from the Departments of Transport and Communities and Local Government in connection with parking and enforcement.

In the course of the discussion, it was suggested that other issues that should be identified in the response to question 10 should include:-

- Parking on verges;
- Parking half on/half off footways;
- The damage caused to bridleways and byways by 4x4 vehicles.

Joint Committee members were invited to submit any further comments they wished to see incorporated into the Parking Partnership's response direct to the Chairman.

RESOLVED that:-

(a) The suggested response to the consultation from the Department for Transport and the Department for Communities and Local Government be agreed with addition of the following issues in the response to question 10:

- Parking on verges;
- Parking half on/half off footways;
- The damage caused to bridleways and byways by 4x4 vehicles.

(b) Any further comments which Joint Committee members wished to see incorporated into the response to be sent direct to the Chairman.

40. Interim Risk Register Review

Hayley McGrath, Colchester Borough Council, resented a report on the risk register for the Parking Partnership. An additional paper was also submitted showing the risks in graph format. She explained that the same risks had been identified as when the register was last reviewed in June. A fundamental review of the risks facing the Partnership would be undertaken with parking staff and an invitation to this review would also be sent to client officers and Joint Committee members. A revised risk register would be drafted following this review and be submitted to the Annual General Meeting. If very significant risks that needed to be addressed urgently were identified in the course of the review they would be referred to the next Joint Committee meeting.

In debate the need for the risks around the park safe car to be quantified was stressed. It was also suggested that the Risk Register should be one of the first items on the agenda for the Annual General Meeting to help ensure there was the opportunity to give it full and careful consideration.

RESOLVED that:-

(a) The current Risk Register for the Parking Partnership be noted;

(b) An updated Risk Register be submitted to the Annual General Meeting following a review of the risks facing the Partnership.

41. Call in and Scrutiny Issues

Richard Clifford, Colchester Borough Council, presented a report on the outcome of the call-in of the decision of the Joint Committee on on-street permit pricing and providing an update on scrutiny of the NEPP by Essex County Council, Colchester Borough Council and Epping Forest District Council

Councillor Mitchell thanked the members and officers who represented the Partnership at the informal hearing of the call in.

Members of the Joint Committee hoped that Essex County Council's scrutiny would draw out the difference in the funding of TRO work between North Essex Parking Partnership and South Essex Parking Partnership. Matthew Young, Colchester Bough Council, indicated that he was liaising with Essex County Council on this issue and was hopeful of a successful resolution.

Councillor Hunt thanked Councillor Mitchell for attending Colchester Borough Council's Scrutiny Panel meeting. The session had increased Colchester Borough Councillors understanding and knowledge of the work of the Partnership.

RESOLVED that the report be noted.

42. Forward Plan

Ian Taylor, Tendring District Council, requested that the following items be added to the Forward Plan for the March meeting of the Joint Committee:-

- A brief report on the implications of the Essex Act;
- A report on the issue of local reactive enforcement, in addition to the existing enforcement provided by CEOs
- Information of the regulations on parking in a limited waiting bay.

Dates for meetings in the next municipal year would be circulated shortly.

RESOLVED that:-

(a) The Forward Plan be noted.

(b) The following additional items be added to the Forward Plan, scheduled for the Joint Committee meeting on 6 March 2014:

- A brief report on the implications of the Essex Act;
- A report on the issue of local reactive enforcement, in addition to the existing enforcement provided by CEOs.
- Information of the regulations on parking in a limited waiting bay.

43. NEPP On-Street Budget 2014/15

Matthew Young, Head of Operational Services, presented a report setting out the forecast budget position for 2013/14 and the budget for the 2014/15 financial year.

The Joint Committee was pleased to note that a surplus of £21,000 was predicted for 2013/14 and a break even budget was proposed for 2014/15. It was suggested that a three year budget forecast should be prepared in future. In response to queries, Matthew Young would check whether the budget made allowance for the deficit in employers' pension contributions.

RESOLVED that:-

(a) The forecast budget position for 2013/14 at Appendix A (Column ON1) to the report be

noted.

(b) The budget for financial year 2014/15 at Appendix A (Column ON2) to the report be agreed.

(c) The position on Traffic Regulation Order Service support at Appendix A (Column ON3) be noted.

Appendix A

Reference number	District	Name of Scheme	Decision
10032	Uttlesford	Rowntree Way/Pleasant Valley – Saffron Walden	Deferred
10033	Uttlesford	Chestnut Court – Newport	Rejected
10034	Uttlesford	Bullfields – Newport	Approved
10035	Uttlesford	School Lane – Great Chesterford	Approved
10036	Uttlesford	Abbey Lane - Saffron Walden	Rejected
10037	Uttlesford	South Road (Granary Row)- Saffron Walden	Rejected
10038	Uttlesford	Venmore Drive, Great Dunmow	Approved
10039	Uttlesford	Star Lane, Great Dunmow	Approved
20006	Braintree	Rosewood Business Park Witham	Deferred
20048	Braintree	Stoneham Street – Coggeshall	Rejected
20050	Braintree	Kings Road, Halstead	Rejected
20054	Braintree	Sarcel – Sisted	Deferred
20055	Braintree	High Street – Kelvedon	Rejected
20056	Braintree	Wordsworth Road, Braintree	Rejected
20058	Braintree	Reed Meadows – Braintree	Rejected
20060	Braintree	Holman Road – Halstead	Rejected
20061	Braintree	Bridge End Lane/Cuckoo Way – Great Notley	Rejected
20064	Braintree	Strutts Lane – Hatfield Peverel	Approved (Double yellow lines extension at junction only)
20076	Braintree	Templar Road (24-26)	Rejected
20077	Braintree	Marlborough Road (Gt Bradford School) – Braintree	Deferred
20078	Braintree	Leyside - Rayne	Rejected

20079	Braintree	Convent Hill	Deferred
20080	Braintree	Hedingham Road, Halstead	Deferred
20081	Braintree	Cressing Road – Witham	Rejected
20082	Braintree	Bridge End Lane/Cuckoo Way Great Notley, (From Austin Gingell of Cuckoo Way)	Deferred
20083	Braintree	Tortoishell Way, Coggeshall	Rejected
20084	Braintree	West Street, Coggeshall	Rejected
30036	Harlow	Tawneys Road (school)	Deferred
30037	Harlow	Priory Avenue	Deferred
30038	Harlow	Bishopsfield	Deferred
40006	Colchester	Nelson Road	Rejected
40016	Colchester	Bristol/Wells and Carlisle Close	Deferred
40022	Colchester	Mile End Road	Approved
40023	Colchester	Bergholt Road	Deferred
40053	Colchester	Coast Road – West Mersea	Approved
40059	Colchester	Owen Ward Close	Rejected
40066	Colchester	Uplands Drive, Colchester	Rejected
40067	Colchester	Rectory Road/Church Road – Tiptree	Rejected
40070	Colchester	Edward Park/Grange Road	Rejected
40074	Colchester	Barbrook Lane, Tiptree	Rejected
40078	Colchester	North Hill	Deferred
40079	Colchester	St Christopher Road	Deferred
40080	Colchester	Fingringhoe School	Rejected
40081	Colchester	Wivenhoe Quay	Rejected
40082	Colchester	The Brambles	Rejected
40083	Colchester	Acland Avenue	Rejected
40084	Colchester	Oaklands Avenue	Rejected
40085	Colchester	Old Ferry Road, Wivenhoe	Deferred
40086	Colchester	Maldon Road	Deferred
40087	Colchester	Canon Street	Rejected
40088	Colchester	Catchpool Road	Deferred
40089	Colchester	Endsleigh Court	Rejected
40090	Colchester	Telford Way	Rejected
40091	Colchester	Grimston Road	Deferred

40092	Colchester	Turner Road	Approved
40093	Colchester	Porters Close	Rejected
50065	Tendring	Marlow Road, Jaywick	Deferred
50066	Tendring	Centenary Way - Clacton	Deferred
50067	Tendring	Victoria Place/High Street – Brightlingsea	Deferred
50068	Tendring	Holland Road – Clacton	Deferred
50069	Tendring	Main Road, Harwich	Deferred
60043	Epping Forest	High Road, Chigwell	Approved (second priority of Epping Forest schemes)
60071	Epping Forest	River Road – Loughton Way – Buckhurst Way, Loughton	Approved (third priority of Epping Forest schemes)
60072	Epping Forest	Allnuts Road, Epping	Deferred
60073	Epping Forest	The Drive, Loughton	Deferred
60073	Epping Forest	Whitehills Road, Loughton	Deferred
60074	Epping Forest	Bridge Hill, Epping	Deferred
60075	Epping Forest	Albany Court, Epping	Deferred
60076	Epping Forest	Tudor Close, Chigwell	Deferred
60077	Epping Forest	Harwater Drive, Loughton	Deferred
60078	Epping Forest	Monkswood Avenue	Deferred
60079	Epping Forest	Pancroft Abridge	Deferred
60080	Epping Forest	Ladywell Prospect – Lower Shearing	Deferred
60081	Epping Forest	High Road, Chigwell	Deferred
60082	Epping Forest	Eastbrook, Waltham Abbey	Deferred
60083	Epping Forest	Borders Lane, St Nicholas Place, Loughton	Deferred
60084	Epping Forest	Albert Road (Sycamore House), Buckhurst Hill	Approved (first priority of Epping Forest schemes)
60085	Epping Forest	Albion Hill, Loughton	Deferred
60086	Epping Forest	Queens Road,	Deferred

		Buckhurst Hill (145)	
60087	Epping Forest	Queens Road, Buckhurst Hill (102-104)	Deferred
60088	Epping Forest	Cleland Path, Loughton	Deferred
60089	Epping Forest	Blackmore Road, Buckhurst Hill	Deferred
60090	Epping Forest	High Street, Ongar (St Martins Mews)	Deferred
60091	Epping Forest	Theydon Grove, Epping	Deferred
60092	Epping Forest	Lower Park Road, Loughton	Deferred
60093	Epping Forest	Englands Lane, Loughton	Deferred

Report to: Joint Committee, North Essex Parking Partnership (NEPP)

Date: 6 March 2014

Subject: NEPP On-Street financial position at period 10 2013/2014

Author: Matthew Young, Head of Operational Services, Colchester Borough Council
Samantha Sismey, Finance Business Partner, Colchester Borough Council

Presented by: Matthew Young, Head of Operational Services, Colchester Borough Council

1. Summary

- 1.1 The position to date and forecast outturn for the NEPP on-street account is shown in Appendix A to this report which covers the period until the end of January 2014. A surplus of £42,000 is currently forecast for the year, although the position is being closely monitored. An update will be provided at the meeting of the indicative figure for the end of February 2014.

2. Income

- 2.1 Penalty Charge Notice (PCN) income received to date was short of the revised profiled budget target by £36,000 at the end of January. The current projection for the full year is £66,000 below budget target, although this forecast is liable to change and remains under scrutiny. However, as explained at previous meetings this has been offset by reduction in expenditure on staffing.
- 2.2 Table A compares PCN cash received in the first ten months of 2012/2013 to the same period in 2013/2014. Overall income from PCN's is greater by £215,366 although income levels in Epping remain lower than those achieved in 2012/2013.

Table A	Periods 1-10 2012/2013	Periods 1-10 2013/2014	Increase (decrease)
Colchester	£423,934	£492,742	£68,808
Braintree	£135,119	£137,089	£1,970
Harlow	£168,833	£278,382	£109,549
Tendring	£140,604	£203,979	£63,375
Uttlesford	£80,740	£103,865	£23,125
Epping	£261,116	£209,655	(£51,461)
	£1,210,346	£1,425,712	£215,366

3. Expenditure

- 3.1 Staff savings, net of severance costs, are forecast to be £133,000. There are currently a number of vacant posts which will be filled in the new financial year. There are some pressures on expenditure budgets, including fuel, debt registration fees and costs, although the aim is to reduce expenditure in these areas where possible.

- 3.2 The cost of vehicles has now been reduced as some vehicles have been returned or replaced with cheaper alternatives following a review.

Appendix A: On-street report at period 10 2013/2014

On-street Account	2013/2014 Actual to date	2013/2014 Budget to date	2013/2014 Variance to date	2013/2014 Forecast	2013/2014 Annual budget	2013/2014 Projected variance	Note
Expenditure							
Direct costs							
Employee costs:							
Management	48	46	2	58	55	3	
CEOs & Supervision	880	969	(89)	1,029	1,162	(134)	A
Back Office	227	225	2	268	270	(2)	
TRO's	67	67	-	80	80	-	
Premises costs	9	8	1	16	9	7	
Transport costs (running costs)	23	19	3	30	24	6	
Supplies & Services	143	136	7	255	238	17	B
Third Party Payments	33	21	12	43	28	15	C
	<u>1,429</u>	<u>1,491</u>	<u>(62)</u>	<u>1,778</u>	<u>1,866</u>	<u>(88)</u>	
Non-direct costs							
Accommodation	53	53	-	64	64	-	
Other Support Services	130	130	-	150	150	-	
Cash Office & Receipting & Postage	28	28	-	50	33	17	D
Communications	17	17	-	20	20	-	
Fleet contract hire	41	41	-	47	48	(1)	
IT	64	64	-	76	76	-	
	<u>332</u>	<u>332</u>	<u>-</u>	<u>407</u>	<u>391</u>	<u>16</u>	
Total Expenditure	<u>1,761</u>	<u>1,823</u>	<u>(62)</u>	<u>2,185</u>	<u>2,257</u>	<u>(72)</u>	
Income							
Penalty Charges (PCNs)	(1,300)	(1,336)	36	(1,647)	(1,713)	66	E
Parking Permits/Season Tickets	(351)	(321)	(30)	(422)	(386)	(36)	F
Parking Charges (P&D etc)	(127)	(132)	5	(152)	(158)	6	G
Other income	-	-	-	(6)	-	(6)	H
Total Income	<u>(1,778)</u>	<u>(1,789)</u>	<u>11</u>	<u>(2,228)</u>	<u>(2,257)</u>	<u>30</u>	
Deficit / (Surplus)	<u>(17)</u>	<u>34</u>	<u>(51)</u>	<u>(42)</u>	<u>-</u>	<u>(42)</u>	

Notes

- A Savings in enforcement staff costs, net of severance pay (70% attributable to on-street account).
B Cost pressure on debt registration fees.
C Chipside and Patrol costs
D Cost pressure on postage.
E Income from penalty charge notices - projection based on recent trends.
F Income from season tickets / permits expected to be slightly above budget for the year.
G Income from P&D expected to be slightly down due to proposed changes at Harwich Quay.
H Income in respect of consultancy works carried out by Parking Manager.

Report to: On-Street report to Joint Committee, Parking Partnership

Date: 06 March 2014

Subject: North Essex Parking Partnership Operational Report

Author: Lou Belgrove, NE Parking Partnership

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

1. *Introduction and Purpose of Report*

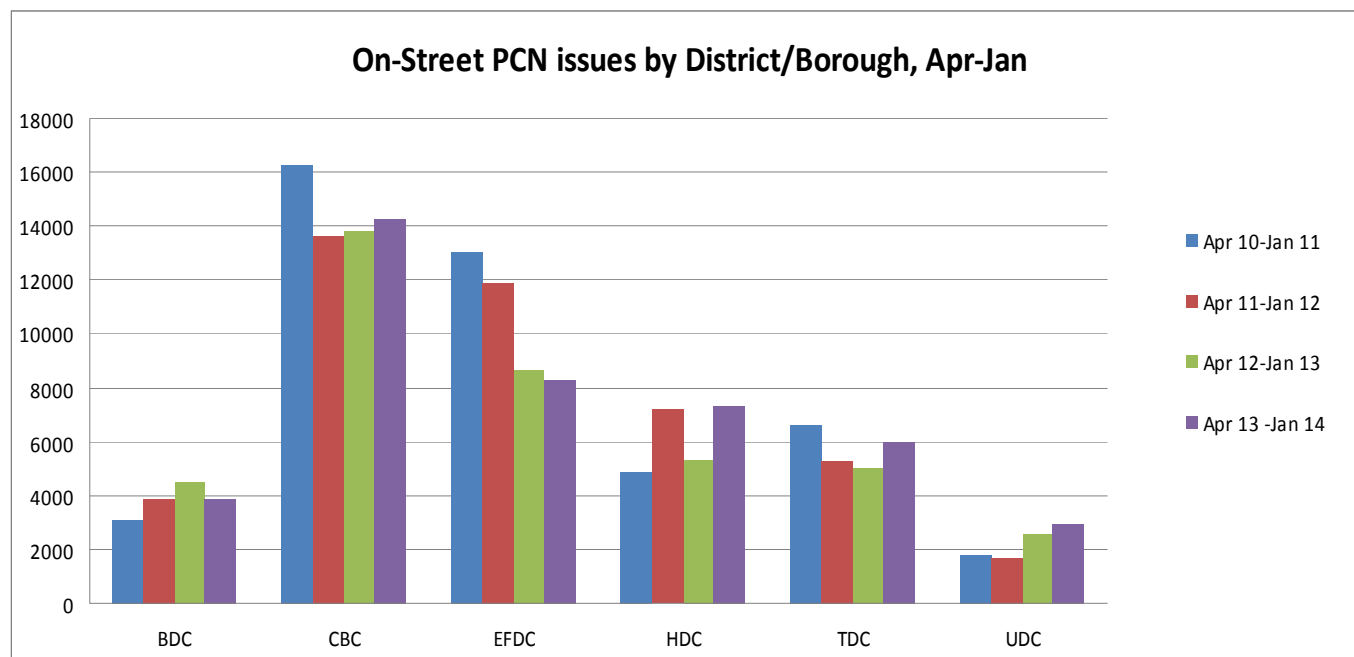
- 1.1 The report gives Members an overview of operational progress since January 2014.
- 1.2 The report is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

2. *Detailed considerations*

2.1 *On - Street Performance measures*

- 2.1.1 The following chart shows the issue rate of all Penalty Charges for the on-street parking function.

On Street PCNs by month, per District / Borough																	
Month	BDC	CBC	EFDC	HDC	TDC	UDC	Total	Month	BDC	CBC	EFDC	HDC	TDC	UDC	Total		
Apr-10	369	1605	1142	446	424	159		Apr-12	434	1195	1074	362	566	194			
May-10	359	1555	1437	391	767	177		May-12	379	1388	1200	422	484	202			
Jun-10	301	1471	1271	347	789	142		Jun-12	389	1171	940	540	525	236			
Jul-10	289	1293	1380	397	1108	172		Jul-12	474	1225	1091	509	596	275			
Aug-10	262	1758	1143	380	734	199		Aug-12	525	1249	1076	449	667	308			
Sep-10	321	1596	1283	386	607	207		Sep-12	504	1375	723	369	361	261			
Oct-10	323	1981	1284	473	738	249		Oct-12	448	1491	749	603	376	294			
Nov-10	339	2057	1554	897	617	293		Nov-12	431	1631	656	818	432	312			
Dec-10	235	1151	1105	490	314	94		Dec-12	459	1515	603	760	539	209			
Jan-11	286	1803	1448	692	506	132		Jan-13	467	1565	576	535	470	258			
Apr 10- Jan 11	3084	16270	13047	4899	6604	1824		45728	Apr 12- Jan 13	4510	13805	8688	5367	5016		2549	39935
Feb-11	263	1464	1151	795	453	149			Feb-13	570	1799	723	545	575		262	
Mar-11	290	1360	1222	543	216	118		Mar-13	437	1804	905	744	865	256			
FY 10-11	3637	19094	15420	6237	7273	2091		FY 12-13	5517	17408	10316	6656	6456	3067			
Apr-11	298	1441	1081	700	593	139		Apr-13	444	1790	857	685	921	265			
May-11	383	1483	1079	837	464	146		May-13	373	2132	947	781	1002	263			
Jun-11	321	1449	1058	900	497	139		Jun-13	385	1519	802	858	736	324			
Jul-11	344	1556	1154	853	747	149		Jul-13	446	1782	748	880	727	322			
Aug-11	484	1340	1059	543	667	196		Aug-13	337	1331	741	892	461	278			
Sep-11	483	1257	1223	567	489	195		Sep-13	382	1154	661	610	372	274			
Oct-11	467	1620	1250	670	588	214		Oct-13	351	1234	858	566	523	212			
Nov-11	364	1214	1319	751	437	186		Nov-13	359	1250	940	783	549	333			
Dec-11	314	1123	1404	703	364	163		Dec-13	360	1078	884	682	326	273			
Jan-12	403	1141	1287	679	445	164		Jan-14	423	984	854	583	338	423			
Apr 11- Jan 12	3861	13624	11914	7203	5291	1691		43584	Apr 13 - Jan 14	3860	14254	8292	7320	5955		2967	42648
Feb-12	246	843	1099	451	302	126			Feb-14								
Mar-12	321	1157	1260	295	487	147		Mar-14									
FY 11-12	4428	15624	14273	7949	6080	1964		FY 13-14									

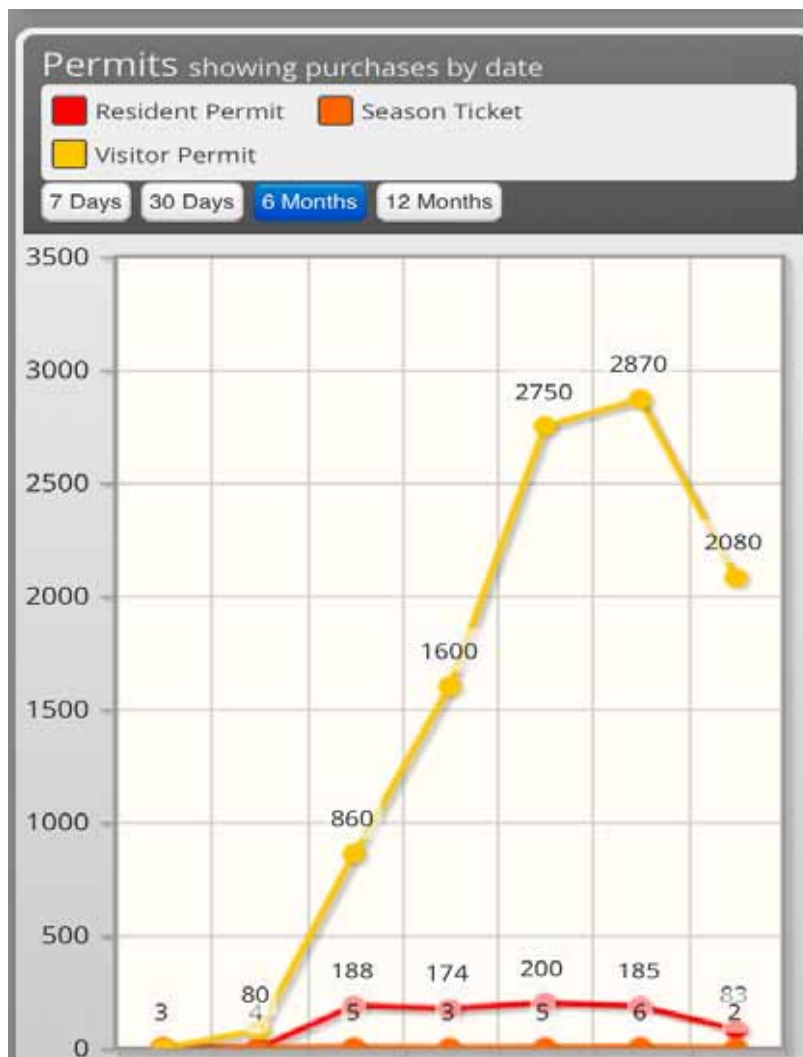


2.2 CCTV Vehicle

- 2.2.1 The vehicle was launched at two school sites in the Colchester and Epping Forest areas, with the kind assistance of the Chairman of the JPC, client officers, Members and press teams of the Partner Authorities.
- 2.2.2 The vehicle started patrolling in Colchester on 28th January and Epping Forest on 3rd February 2014. Weekly patrol details are shown on the NEPP website and are updated regularly.
- 2.2.3 Changes have been made to the back office database and the notice processing software to enable the processing of the CCTV cases as these come in. All cases received are currently being reviewed by senior officers to ensure compliance and correct operation with the new process.
- 2.2.4 Full details of the vehicle's first month of operation will be presented at the meeting.

2.3 MiPermit

2.3.1 MiPermit continues to be rolled out to residents in the Colchester Borough and work will shortly start on the roll out in the rest of the East followed by the rest of the Partnership.



2.3.2

The graph (taken from the MiPermit report suite) shows the continuing conversion of Colchester's resident permits and visitor permits to the digital system.

2.3.3

Each digital transaction has saved a piece of paper and to mid February we have saved over 11,000 paper permits.

2.3.4

The biggest benefit comes to visitors who can now start a stay at any time on the digital system without worrying about a stock of scratch cards.

2.4 Future work

2.4.1 The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through "smarter enforcement" in order to reduce costs.

2.4.2 Work is continuing with our software provider to allow for email responses to challenges to be made available from within the software to reduce printing and postage costs.

2.4.3 New email accounts have been created to store sent emails and wording has been passed to the software provider to set up the required fields within the existing database to enable email responses to informal challenges.

Report to: Joint Committee, Parking Partnership

Date: 6th March 2014

Subject: Approval of Traffic Regulation Orders

Authors: Trevor Degville & Shane Taylor

1 Purpose of Report

- 1.1 To formalise the dates in the year that potential Traffic Regulation Orders are considered by the NEPP Joint Committee

2 Detail of Proposal

- 2.1 It has been suggested that it would help the operation of the technical team if traffic orders were agreed on two meetings per year. It is therefore proposed that the Joint Committee approves that Traffic Regulation Orders be scheduled to be considered for approval at future October and March meetings.
- 2.2 This will allow partner authorities to submit priority schemes twice a year in a more formal and organised way. It has generally been considered since the inception of the Partnership that each District or Borough has had up to 4 priority schemes per year although this has varied. It is proposed that we will therefore have a maximum of six schemes per year per authority, or 36 schemes for the NEPP as a whole. This figure will be revised in line with future changes in staffing levels.

3 Benefits to NEPP

- 3.1 If adopted this will standardize the times of the year that traffic regulation orders are prioritized by the joint committee. This will help officers as they will be able to give more definitive information to members of the public when they are asked when schemes will be considered.
- 3.2 Having definitive dates for approval may help member authorities when they consider and prioritize potential schemes depending on the process they use for doing this, such as localised discussions with LHP or other groups. NEPP officers will need to ensure that all information that is required by member authorities is provided in good time to enable this to happen.

4.0 Urgent Proposals

- 3.1 It may be felt that the proposals would introduce undue delay into the process and there may be some occasions when local authorities consider that a traffic scheme may need consideration as a matter of urgency and could not wait as an item until a March or October meeting.
- 3.2 It is likely that the above situation would primarily concern parking around schools as other potentially dangerous issues would be dealt with by Essex County Council.
- 3.3 If an authority wished to have a scheme considered outside of the March or October meetings it could then be scheduled to be heard at the next available meeting. If an additional scheme is approved it is suggested that the authority concerned should not have its full allocation of 3 schemes approved at the next TRO meeting but should only prioritise 2 schemes, for example.

4.0 Members are asked to consider the above and approve Traffic Regulation Orders being scheduled for approval at future October and March meetings
--

Report to: Joint Committee, Parking Partnership

Date: 6th March 2014

Subject: Colchester Resident Permit Review – Further Details

Author: Trevor Degville

1 Introduction

- 1.1 At the Joint Committee meeting on 10th April 2013 a report was presented updating the committee on progress of the Colchester Resident Parking Review. This purpose of this report is to provide a further update on progress of the review.

2.0 History

- 2.1 The review was started in 2005. The length of time taken for the review process can be attributed to the size of the area being considered, funding issues, changes to structure at both Colchester Borough Council and Essex County Council and changes to the agreements between Essex County Council and districts
- 2.2 Colchester Borough Council is funding the resident permit review.

3.0 Proposed Changes

- 3.1 There are currently eight resident permit schemes in Colchester. The main changes proposed by the resident permit review are shown below
- 3.2 The current eight resident permits will be altered to fifteen zones, lettered A to I and covering nearly 7,400 Colchester households across Colchester town centre, nearby suburbs and part of Wivenhoe are proposed.
- 3.3 The proposals aim to give residents living in permit zones, along with their visitors, more benefit from greater parking priority, enabled through more hours dedicated to resident-only parking. This recognises problems residents in some areas experience when parking due to competition from commuter, shopper, school and hospital related parking on residential streets.
- 3.4 Many residents and their visitors will be given more choice of streets to park in. Particularly in the most central zones, permit holders will have the option of also parking in neighbouring zones further away from the town centre where there is less demand.

- 3.5 A two permit per property limit will be introduced when the Order is sealed, as per the aim throughout NEPP. At the moment there is no limit on the number of permits issued per property depending on the number of qualifying residents in the household.
- 3.6 NEPP are using the Colchester Review as an opportunity to introduce map based traffic regulation orders for Colchester Borough. These are generally easier for members of the public to understand. There will then be a process of incorporating the remaining written orders into the one map based order. When this has been completed it will mean that Epping Forest district will remain with written orders
- 4.0 The consultation period for the proposed changes in the permit review runs from 24th January until 17th February. After the consultation period has ended the comments and objections received will be considered before any changes are made
- 4.1 A further update concerning the outcome of the review will be provided to the Committee at a later Joint Committee

<p>5.0 Members are asked to note the above information concerning the Colchester Resident Parking review</p>

Agenda item 10

Report to: Joint Committee, Parking Partnership

Date: 6 March 2014

Subject: Enforcement under the Essex Act 1987

Author: Richard Walker, Group Manager, NE Parking Partnership

Presented by: Richard Walker, Group Manager, NE Parking Partnership

1 Summary

- 1.1 Part of The Essex Act may be used for civil enforcement against parking on certain verges maintained to a high standard, provided the requirements of the legislation have been complied with.
- 1.2 In brief, the requirements include the maintenance of the location to a high standard, permission to carry out the work to maintain the standard and position of sufficient signage.

2 Background and Scope

- 2.1 The current Essex Act 1987 (an update of earlier-dated Acts) is a local Act of Parliament (citation 1987 c. xx) that has been put into effect in the former shire county of Essex as it was at the time the legislation was passed in 1987. Thurrock and Southend are within the remit of the Act – for what is now the ceremonial county.
- 2.2 The most notable clause in the law is section 6, allowing the prohibition of parking on grass verges.
- 2.3 The prohibition of parking on such areas shall be publicised by way of a notice. In many cases in the Act, a notice must be published in a newspaper. In the section pertaining to verge parking, this notice is instead a traffic sign and no newspaper notice is required.
- 2.4 The parking element of the Essex Act was decriminalised with the Traffic Management Act 2004, though it has been dormant for some time.
- 2.5 Recently a Penalty Charge Notice (PCN) code became available for use, so that Civil Enforcement Officers could issue a PCN for contravention of the Act. See Appendix 3. (PCN codes are administered centrally by an association of London local authorities).
- 2.6 PCNs issued are payable at the higher rate of the appropriate band (presently £70) with the same discounts and surcharges as other usual PCNs attract.

3 Access to mow the Verge – Licenses/Consent

- 3.1 Whilst the Essex Act does not explicitly require it, for the provisions of the Essex Act to apply to a highway verge there will need to be consent for another person or body to maintain the highway verge to a higher standard, this is likely to be under s96 or s142 of the Highways Act 1980, only then can the relevant signs be installed & enforcement commence.
- 3.2 In other words, in order to gain access to a highway verge (i.e. to maintain it in a mown or ornamental condition) a district or parish will need to obtain consent from the Highway Authority and include how it will be maintained. In most cases, that consent will be required from Essex County Council. A license can be requested for such purposes. The area in question would usually be mapped.
- 3.3 Where the land in question is off the highway and belonging to the district or parish, a License would not be needed.

4 Prohibition of Traffic on Mown Verge

- 4.1 Traffic, including pedestrians and animals, may be prohibited from using verges that are maintained in mown or ornamental condition. The sign to diagram 651 (this sign and its layout variations are shown in Appendix 4) will always indicate that motor vehicles and cycles are prohibited. As a variation it may indicate that animals or pedestrians or both are also prohibited.
- 4.2 There does not need to be a plethora of signage. A sign facing oncoming traffic should be provided at the start of the mown verge and after every road junction on the same side of the road to which the restriction applies. Signs should also be provided where traffic can enter from a junction on the opposite side of the road. For very long verges it may be desirable to provide repeater signs.
- 4.3 It is good practice to map the areas where the mown verge (&c.) will be enforced. The details in each case where enforceable verges are extant have been recorded and added to the ParkMap system.

5 Actions

- 5.1 Enforcement action could be taken in respect of the provisions of the Act.
- 5.2 Partner authorities are asked to seek a view locally and report to a future meeting, before enforcement action commences, in order to give an opportunity for local members to be consulted.
- 5.3 **Members are asked to note the details in the Report and consult locally.**

Appendix 1 –

Extract from the Essex Act 1987 (c. xx)

Part III Highways and Streets

Grass verges etc.

- 6.- (1)** This section applies to any of the following land in a district which, being in, adjoining or accessible from a highway, is mown or otherwise maintained in an ornamental condition:-
- (a) a grass verge, garden, lawn or green managed by a local authority; or
 - (b) land laid out as a public garden or used for the purpose of public recreation which is vested in a person other than a local authority.
- (2) (a) A local authority may by notice prohibit, either entirely or at such times or on such days as may be specified in the notice, doing any of the following things on land to which this section applies:-
- (i) driving, riding or leaving vehicles on the land:
...
 - (b) A parish council shall not exercise the powers of this section in relation to any land forming part of the highway without the consent in writing of the county council.
...
- (5) (a) For the purposes of this section notice shall be given by displaying it in a conspicuous position on or near the land to which it relates.
- (b) Where the notice is notice of a prohibition under subsection (2) (a) (i) above and relates to a grass verge forming part of or adjoining a highway used by motor vehicles (as defined in section 136 of the Act of 1984) it shall be a traffic sign, and the erection and display of the notice by the local authority shall be subject to, and in conformity with, general directions given under section 65 (1) of the Act of 1984 whether or not they are also the highway authority.
- (6) A person who, without reasonable excuse, contravenes a notice displayed under this section shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.
- (7) (a) If a vehicle is left on any land in contravention of a prohibition under subsection (2) (a) (i) above, the local authority may cause the vehicle to be removed.

The full Essex Act is available online at:

www.legislation.gov.uk/ukla/1987/20/pdfs/ukla_19870020_en.pdf

Appendix 2 –

Extract from the Traffic Management Act 2004 (c. 18)
Schedule 7 — Road traffic contraventions subject to civil enforcement
Part 1 — Parking contraventions

Parking contraventions outside Greater London

- 4 (1)** Outside Greater London there is a parking contravention in relation to a vehicle if it is stationary in circumstances in which any of the offences listed below is committed.
- (2)** The offences are—
- ...
- (f)** an offence under section 6(6) of the Essex Act 1987 (c. xx) of leaving a vehicle on any land in contravention of a prohibition under that section (prohibitions relating to verges and certain other land adjoining or accessible from highway);

The full Traffic Management Act is available online at:
www.legislation.gov.uk/ukpga/2004/18/pdfs/ukpga_20040018_en.pdf

Appendix 3

PCN Code Details:

Code	General suffix(es)	Description	Diff. level	Notes
64	124	Parked in contravention of a notice prohibiting leaving vehicles on a grass verge, garden, lawn or green maintained by a local authority	Higher	Code specific suffixes apply. Essex only

Explanation of Suffix Codes (if/where used)

1) one wheel on footway

2) partly on footway

4) all wheels on footway

Appendix 4 –

Signage notice From Traffic Signs Manual Chapter 3



651 Prohibition of traffic on mown verge

An arrow may be added, pointing horizontally to the left or to the right. The word "animals", or the diagram 625.1 symbol together with the word "pedestrians", or both words and the diagram 625.1 symbol may be omitted

For the purposes of the requirements of the Essex Act, certain words and symbols are omitted from this standard plate, as allowed in the text given below the sign shown above.

The full details of the signage can be found at
<http://assets.dft.gov.uk/publications/traffic-signs-working-drawings/regulatoryp600series/p651prohibitionsomownverge.pdf>

Report to: Joint Committee, Parking Partnership

Date: 6 March 2014

Subject: Local Enforcement

Author: Richard Walker, Group Manager, NE Parking Partnership

Presented by: Richard Walker, Group Manager, NE Parking Partnership

1 Local Enforcement

- 1.1 The Joint Committee has asked about the issues which may surround another authority, beside the lead authority, providing some additional local on-street enforcement.

2 Background

- 2.1 Following a review which led to the inception of the North Essex Parking Partnership, the former Agencies held by each local authority in Essex were terminated by the County Council and a new set of arrangements passed to the Parking Partnerships only.
- 2.2 The Parking Partnerships are operated by a lead authority to whom the function is delegated, via the Joint Committee.
- 2.3 Recently, Tendring District Council has approached Colchester Borough Council about carrying out for it some additional “reactive” enforcement using spare capacity.

3 Actions

- 3.1 **The views of Members are welcomed as to whether further work in progressing the principle of Tendring providing reactive enforcement, using its spare capacity, should be undertaken.**
- 3.2 If it is recommended that further work is undertaken, then a more detailed report would be submitted to a future meeting.

Agenda item 12

Report to: Joint Committee, Parking Partnership

Date: 6 March 2014

Subject: Policy for “Limited Waiting – No Return Within”

Author: Richard Walker, Group Manager, NE Parking Partnership

Presented by: Richard Walker, Group Manager, NE Parking Partnership

1 Introduction and Purpose of Update

- 1.1 The paper is provided since the JPC has requested clarification on the “no return” aspect of Limited Waiting.

2 Summary

- 2.1 Any vehicle parking within the hours of operation must leave the parking place (road) after the initial parking limit and not return to the parking place (the whole length of road) within the stipulated “no return” time.

3 Legislative Background

- 3.1 Clarification has been requested on the matter of the “no return within” element of limited waiting in on-street parking places.
- 3.2 The power for local authorities to provide parking places is conferred by Section 32 of the Road Traffic Regulation Act 1984 (as amended) (RTRA).
- 3.3 The power enables authorities to provide off-street car parks and on-street permissive parking places.
- 3.4 Section 3 of the RTRA stipulates that a traffic regulation order may make any provision prohibiting, restricting or regulating the use of a road, or of any part of the width of a road, by vehicular traffic, or by vehicular traffic of any class specified in the order.
- 3.5 Paragraph 32 (4) (b) provides that a “parking place” means a place where vehicles, or vehicles of any class, may wait. Places may then be subdivided into lengths of bays and, depending on the restriction, therein separate spaces.
- 3.6 A council making a Traffic Regulation Order (TRO) may also provide to information to motorists of by describing the restrictions in place by way of signage (RTRA s.4).
- 3.7 The signs and markings have to be approved for use and compliant with the Traffic Signs and General Directions 2002 (as amended) regulations; councils are therefore limited to the type and amount of information which can be included.

- 3.8 The Traffic Signs Manual advises how the signage (Chapter 3) and lining (Chapter 5) schemes may be set out to remain in accordance with the regulations.
- 3.9 Motorists contravening the provisions of a TRO have committed an offence (s.35A). Furthermore enforcement may be carried out (under separate legislation, the Traffic Management Act 2004 Part 6) for which a penalty may apply and be enforced under the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
- 3.10 Certain TROs may include the restriction limiting waiting in particular parking places and this may preclude the return to the place within a set length of time. Such restrictions are intended to ensure an adequate provision of parking by limiting the amount of time vehicles can remain in the parking place.

4 Limited Waiting – No Return

- 4.1 Within car parks the practice of limited waiting and no return is commonly understood. The car park is a parking place and that is usually divided into ranks of bays and the bays are usually divided into individual spaces. The no return philosophy relates to the car park.
- 4.2 For on-street parking places the same is true. The TRO describes the parking place and lengths of bays therein. For limited waiting these are not normally divided into separate spaces.
- 4.3 Following the car park example above, the “no return within” would be to any part of the parking place – the whole place containing a number of marked lengths of bays.
- 4.4 In addition, the Department for Transport has conducted some research into the understanding of road signs and restrictions.
- 4.5 In their October 2011 document, *Signing the Way*, there is a section on Public understanding of parking signs. Paragraph 5.10 concluded:
- The research demonstrated that the key messages of the parking signs tested were reasonably well understood, but not as well understood as the more straightforward regulatory signs. For example, 88% of respondents understood the concept of “no return” when provided within a simple restriction.
- 4.6 In terms of enforcement, the exact definition of what constitutes a parking place is critical to understanding this contravention, as motorists need to be able to recognise one parking place from another to avoid re-parking in one if it is prohibited.
- 4.7 The RTRA is clear that a TRO may authorise the use as a parking place of any part of a road. The TROs (whether ultimately mapped or text-based) are all based on an initial Notice of Intention. The TRO is then based on this information (pending any amendments during consultation).
- 4.8 A text-based TRO takes the following form:

Schedule No.nn

Limited Waiting 30 mins No Return 2 Hours Mon-Sat 8am-6pm

London Road

- (i) the south side from a point in line with the boundary of Nos. xx and yy XXXXXXXXX in a westerly direction for a distance of nn metres.
- (ii) the south side from a point xx metres east of its junction with YYYYYYYYYY in an easterly direction for a distance of yy metres.

- 4.9 The example sets out sets out a schedule for the road (the parking place) and then the bays within the road where the restrictions apply. Using the analogy of the car park location, if there is more than one set of bays in a road, then the parking place is the road and the bays are within the parking place. A bay could include spaces for one or more cars.
- 4.10 There are three types of on-street parking places which can be identified by their unique highway markings. These parking places are defined by the Traffic Signs Regulations and General Directions TSRGD 2002. Contravention code 22 can be enforced on all types.
- 4.11 Parking place bays are marked in broken white lines forming a perimeter or cage around the length of bays (diagram 1028.4). The minimum width of this parking place is 1.8 metres and the maximum, 2.7 metres. There is no prescribed maximum length although the parking place must be signed every 30 metres, with a sign at least 15 metres from its start. Motorists leaving the bay in the context of a no return rule means leaving the whole parking place.
- 4.12 In addition advice has been sought from other local authorities. The views concur that the whole length of road constitutes the parking place and the bays are located within. Some are even taking steps to clarify further within the TRO that this is the position.

5 Actions

- 5.1 **Members are asked to note the details in the Report.**

NORTH ESSEX PARKING PARTNERSHIP (NEPP)

FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS AND REPORTS 2014-15

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	29 May 2014	5 June 2014 10-12pm Rowan House Colchester	26 June 2014 1.00 pm Grand Jury Room, Town Hall, COLCHESTER	Statement of Accounts Annual Governance Statement/ Risk Register (schedule high up the agenda) Budget Report 2013/14: Year End Actions Development Plan Operational Report Scheme Updates Free Permits Report	Steve Heath (CBC) 01206 282389 Hayley McGrath (CBC) 01206 508902 Matthew Young (CBC) Richard Walker (PP) Richard Walker / Lou Belgrove (PP) Trevor Degville/Shane Taylor (PP) Lou Belgrove (PP)
Joint Committee for On/Off Street Parking	18 September 2014	25 September 2014 10-12pm Rowan House Colchester	16 October 2014 1.00 pm Council Offices London Road Saffron Walden	Budget Update: 6 month position Budget 2015-16 Price Review Operational Report Annual Report	Richard Walker/Samantha Sismey Matthew Young/Samantha Sismey (CBC) Richard Walker (PP) Richard Walker / Lou Belgrove (PP) Richard Walker (PP)

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
				TRO Schemes for approval Scheme Updates Review of Off-Street and Cash Collection arrangements	Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Matthew Young
Joint Committee for On/Off Street Parking	13 November 2014	20 November 2014 10-12pm Rowan House Colchester	11 December 2014 1.00 pm Epping Forest DC	Budget Update	Richard Walker/Samantha Sismey
Joint Committee for On/Off Street Parking	12 February 2015	19 February 2015 10-12pm Rowan House Colchester	12 March 2015 1.00 pm Braintree	Budget Update TRO Schemes for Approval Scheme Update Policy Review Operational Report	Richard Walker/Samantha Sismey Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker (PP) Lou Belgrove (PP)

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker
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North Essex Parking Partnership

Joint Working Committee Off-Street Parking

Griffen Suite, Latton Bush Centre, Harlow

6 March 2014 at 1.00 pm

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

North Essex Parking Partnership
Joint Committee Meeting – Off-Street
Thursday 6 March 2014 at 1.00 pm
Griffen Suite, Latton Bush Centre, Harlow

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Anthony Durcan (Harlow)
Martin Hunt (Colchester)
Rodney Bass (ECC)
Robert Mitchell (Braintree)
Gary Waller (Epping Forest)

Non Executive Members:-

Eddie Johnson (ECC)

Officers:-

Jonathan Baker (Colchester)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Joe McGill (Harlow)
Paul Partridge (Braintree)
Liz Burr (ECC)
Andrew Taylor (Uttlesford)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)
Sarah Ward (Colchester)
Leah Whitwell (Braintree/Colchester)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies Councillor Rodney Bass (Essex County Council) Qasim Durrani (Epping Forest)		
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.		
		1-2
5. To approve the draft minutes: Off-Street Parking Joint Committee – 8 January 2014		
6. NEPP Off-Street financial position at period 10 2013/2014 To note the off-street financial position at period 10 2013/14	Matthew Young	3-4
7. Operational Update To consider and note the operational progress since the last meeting on 8 January 2014,	Lou Belgrove	5-6
8. NEPP Off-Street – review of service To note the intention to review the off-street service provided by the NEPP	Matthew Young	7-8
9. Urgent items To announce any items not on the agenda which the Chairman has agreed to consider.		

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

8 January 2014 at 1.00pm

Tendring District Council Offices, Thorpe Road, Weeley

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Tony Durcan (Harlow District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: -

Councillor Eddie Johnson (Essex County Council)
Councillor Rodney Bass (Essex County Council)

Also Present: -

Lou Belgrove (Parking Partnership)
Richard Clifford (Colchester Borough Council)
Trevor Degville (Parking Partnership)
Vicky Duff (Essex County Council)
Joe McGill (Harlow District Council)
Hayley McGrath (Colchester Borough Council)
Samir Pandya (Braintree District Council)
Andrew Taylor (Uttlesford District Council)
Shane Taylor (Parking Partnership)
Richard Walker (Parking Partnership)
Sarah Ward (Colchester Borough Council)
Leah Whitwell (Braintree / Colchester)
Matthew Young (Colchester Borough Council)

Apologies:-

Liz Burr (Essex County Council)
Qasim Durrani (Epping Forest District Council)
Paul Partridge (Braintree District Council)

13. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for Off-Street Parking of 31 October 2013 be confirmed as a correct record.

14. Operational Report

RESOLVED that the Operational Report for Off-Street Parking be noted.

15. Off-Street Budget 2014-15

Matthew Young, Head of Operational Services, Colchester Borough Council, presented a report setting out the performance for the financial year up to period 8 of the 2013/14 financial year and proposing a budget for the 2014/15 financial year. The current projection was for a

£17,000 deficit for 2013/14. Matthew Young stressed that every effort would be made to reduce the deficit and that Client Officers would be involved in discussions on how the deficit would be managed. Matthew also reported that the cash collection arrangements were being reviewed. The original intention had been to outsource the service but the tendering process had not resulted in a viable bid. A full review of the off-street service would be undertaken and proposals for the future management of the cash collection service would follow in due course. However, cash collection was a specialist service that the Partnership would rather not provide itself. It was anticipated that the level of cash handled by the service would gradually reduce as Mi-Permit became established.

RESOLVED that:-

- (a) The performance for the financial year up to period 8 2013/14 be noted.
- (b) The budget for the financial year 2014/15 at Appendix B to the report be agreed.

Report to: Joint Committee, Parking Partnership

Date: 6 March 2014

Subject: NEPP Off-Street financial position at period 10 2013/2014

Author: Matthew Young, Head of Operational Services, Colchester Borough Council
Samantha Sismey, Finance Business Partner, Colchester Borough Council

Presented by: Matthew Young, Head of Operational Services, Colchester Borough Council

1. Summary

- 1.1 The position to date and forecast outturn for the NEPP off-street account at the end of January 2014 is shown in Appendix A to this report. A deficit of £11,000 is currently forecast for the year, as the off-street account is allocated 30% of the savings generated in enforcement (net of severance costs). An update will be provided at the meeting of the indicative figure for the end of February 2014.
- 1.2 The off-street account shares the pressures on the cost of fuel, debt registration fees, postage and this period 10 forecast includes the estimated costs of Mi-Permit transaction fees for off-street car parking transactions, G4S cash transportation costs, the costs of the Cale Briparc system and membership fees for the British Parking Association.
- 1.3 The supplies and services budget also includes some expenditure in respect of works undertaken on behalf of partner authorities, which will be invoiced and therefore reimbursed under the 'other income' category on the report.
- 1.4 The Business Plan detailed the way that efficiencies will be made to absorb transaction costs as far as possible by saving on the costs of permit printing, postage and cash collection fees, following the introduction of Mi-Permit to all partner areas.
- 1.5 If a deficit occurs at the end of the financial year the contributing authorities will have to agree how this is accounted for within the Partnership. However, the proposal will be for the amount to be carried over into the next financial year and considered alongside the recommendations from the review of the off street service. This review is covered in another report to this meeting.

Appendix E: Off-street report at period 10 2013/2014

Off-street Account	2013/2014 Actual to date	2013/2014 Budget to date	2013/2014 Variance to date	2013/2014 Forecast	2013/2014 Annual budget	2013/2014 Projected variance	
Expenditure							
Direct costs							
Employee costs:							
Management	12	12	1	14	14	1	
CEOs & Supervision	377	415	(38)	441	498	(57)	A
Back Office	97	96	1	114	116	(2)	
Off-street Account	335	332	3	417	399	19	B
Premises costs	2	2	-	4	2	2	
Transport costs (running costs)	13	7	6	17	9	8	C
Supplies & Services	104	56	48	122	61	61	D
Third Party Payments	14	9	5	18	12	6	E
	<u>956</u>	<u>930</u>	<u>26</u>	<u>1,149</u>	<u>1,111</u>	<u>38</u>	
Non-direct costs							
Accommodation	13	13	-	16	16	-	
Other Support Services	40	40	-	45	45	-	
Cash Office & Receipting & Postage	23	23	-	30	27	2	F
Communications	4	4	-	5	5	-	
Fleet contract hire	42	42	-	45	45	-	
IT	16	16	-	19	19	-	
	<u>138</u>	<u>138</u>	<u>-</u>	<u>159</u>	<u>157</u>	<u>2</u>	
Total Expenditure	<u>1,094</u>	<u>1,068</u>	<u>26</u>	<u>1,308</u>	<u>1,268</u>	<u>40</u>	
Funded by:							
Braintree District Council	(142)	(142)	-	(142)	(142)	-	
Colchester Borough Council	-	-	-	(626)	(626)	-	
Epping Forest District Council	(261)	(266)	6	(266)	(266)	-	
Harlow District Council	(66)	(66)	-	(66)	(66)	-	
Uttlesford District Council	(148)	(148)	-	(148)	(148)	-	
Other income	1	(10)	11	(40)	(12)	(29)	G
Total Income	<u>(615)</u>	<u>(632)</u>	<u>17</u>	<u>(1,289)</u>	<u>(1,260)</u>	<u>(29)</u>	
Deficit / (Surplus)	<u>478</u>	<u>436</u>	<u>43</u>	<u>19</u>	<u>7</u>	<u>11</u>	

Notes

A Savings in enforcement staff costs, net of severance pay (30% attributable to off-street account).

Saving on off-street staff due to retirement.

B Cost pressure due to cash counting duties now being carried out by off-street staff.

C Cost pressure on fuel.

D Cost pressure of £18k on equipment and materials spend (some of which will be recharged to partners).

Cost pressure of £21k on MiPermit transaction fees (includes forecasted BDC & UDC costs).

Cost pressure of £11k on Cale Briparc.

Cost pressure of £6k on British Parking Association Membership.

Cost pressure of £5k on G4S costs for 4 months of year.

E Cost pressure on debt registration fees.

F Cost pressure on postage.

G Relates to additional services provided by NEPP to CBC, partly offset by credit note for duplicate inv.

Report to: Off – Street Sub Committee, Parking Partnership

Date: 08 January 2014

Subject: Operational Report

Author: Lou Belgrove, NE Parking Partnership

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

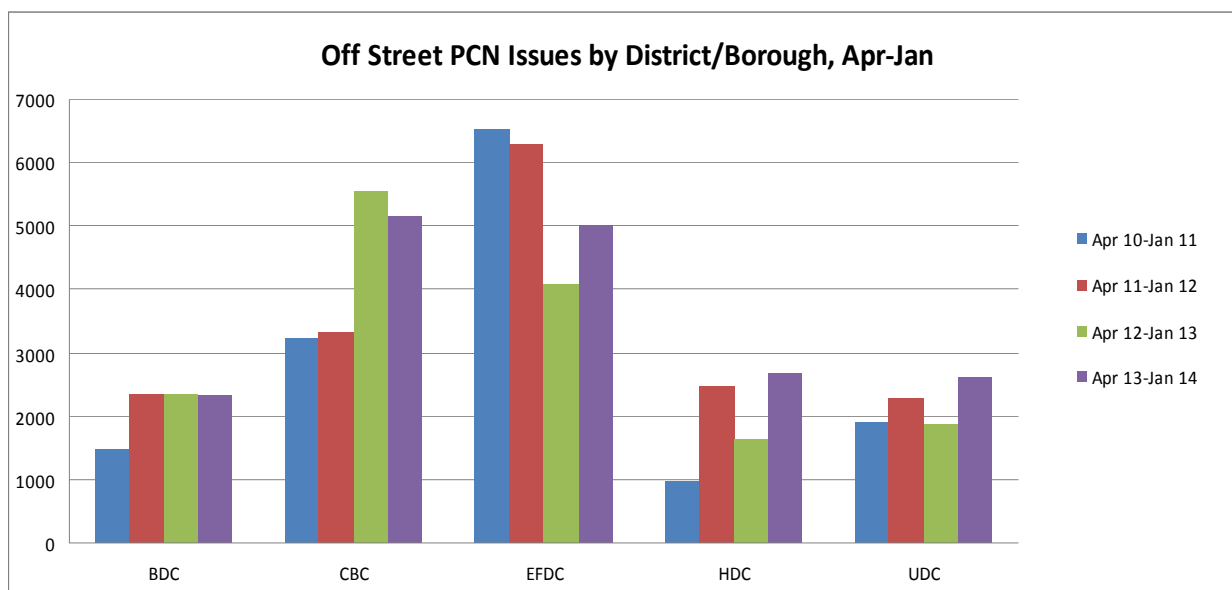
1. *Introduction and Purpose of Update*

- 1.1 The paper gives Members an update of operational progress since the last meeting in January 2014.
- 1.2 The paper is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

2.0 *Off - Street Performance measure*

- 2.1 The following chart shows the issue rate of all Penalty Charges for the off-street parking function.

Off Street PCNs by month, per District/Borough														
Month	BDC	CBC	EFDC	HDC	TDC	UDC		Month	BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	178	382	757	131	0	182		Apr-12	167	535	414	100	0	134
May-10	152	477	690	103	0	155		May-12	191	767	563	174	0	123
Jun-10	146	338	650	78	0	204		Jun-12	195	578	532	188	0	194
Jul-10	157	306	782	89	0	231		Jul-12	266	557	489	172	0	201
Aug-10	156	321	685	81	0	189		Aug-12	281	627	506	187	0	199
Sep-10	158	232	653	81	0	229		Sep-12	233	535	342	170	0	198
Oct-10	150	287	700	67	0	213		Oct-12	255	541	293	161	0	210
Nov-10	147	339	631	139	0	209		Nov-12	263	516	297	176	0	191
Dec-10	110	227	400	95	0	155		Dec-12	260	527	269	180	0	187
Jan-11	118	319	587	110	0	131		Jan-13	250	372	383	131	0	231
Apr 10-Jan 11	1472	3228	6535	974	0	1898	14107	Apr 12-Jan 13	2361	5555	4088	1639	0	1868
Feb-11	131	376	632	116	0	136		Feb-13	266	403	485	148	0	264
Mar-11	124	410	662	103	0	145		Mar-13	295	516	505	222	0	196
FY 10-11	1727	4014	7829	1193	0	2179		FY 12-13	2922	6474	5078	2009	0	2328
Apr-11	144	355	599	202	0	135		Apr-13	246	596	507	280	0	233
May-11	228	406	581	275	0	203		May-13	206	770	466	360	0	331
Jun-11	265	332	586	302	0	195		Jun-13	239	626	592	299	0	268
Jul-11	279	363	629	342	0	250		Jul-13	281	696	427	367	0	315
Aug-11	345	367	607	259	0	301		Aug-13	250	528	493	361	0	220
Sep-11	276	281	623	223	0	285		Sep-13	240	439	456	196	0	294
Oct-11	262	332	667	294	0	285		Oct-13	242	400	599	231	0	322
Nov-11	218	239	771	217	0	266		Nov-13	266	423	588	222	0	294
Dec-11	156	194	561	181	0	153		Dec-13	193	317	378	173	0	136
Jan-12	185	456	653	164	0	210		Jan-14	163	348	511	192	0	186
Apr 11-Jan 12	2358	3325	6277	2459	0	2283	16702	Apr 13-Jan 14	2326	5143	5017	2681	0	2599
Feb-12	129	172	436	108	0	122		Feb-14						
Mar-12	133	477	546	151	0	154		Mar-14						
FY 11-12	2620	3974	7259	2718	0	2559		FY 13 - 14						



2.2 Deployment of CEOs has been looked at to reflect the on-street/off-street split - to ensure the correct level of enforcement is allocated to each area and we should now begin to see the issue rate reflect these changes over the coming months.

3.0 *MiPermit*

3.1 Cashless parking has now been rolled out in all Uttlesford District Councils car parks. Work is continuing with the service provider to allow Braintree's car parks to come online as of April 2014.

4.0 *Future work*

4.1 The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through "smarter enforcement" in order to reduce costs.

Report to: Joint Committee, Parking Partnership

Date: 6 March 2014

Subject: NEPP Off-Street – review of service

Author: Matthew Young, Head of Operational Services, Colchester Borough Council
Richard Walker, Group Manager – North Essex Parking Partnership

Presented by: Matthew Young, Head of Operational Services, Colchester Borough Council

1. Summary

- 1.1 This report asks the Joint Committee to note the intention to review the off-street service provided by the NEPP under the annex to the Joint Committee Agreement.
- 1.2 Whilst the results of the review will mainly be operational a report will be presented to the Joint Committee in June 2014 setting out the new arrangements with any fundamental decisions and recommendations that require Committee approval.

2. Detailed considerations

- 2.1 Since Epping Forest District Council have joined the NEPP the main focus of activity has been to review and improve the on-street service in line with the Business Case. This has meant that those parts of off-street service not linked to the on-street service have continued as an extension of the original partnership between Braintree, Uttlesford and Colchester.
- 2.2 The services provided were set down in a schedule that allowed authorities to select the ones that they required and Harlow and Epping, on entering the Partnership, made their selection which was then costed to give the annual charge.
- 2.3 The services involved include Cash Collection and Counting; Customer Service in Car Parks and Car Park Machine Maintenance as well as the Traffic Regulation Order service. The enforcement service is provided by the on-street enforcement teams.
- 2.4 It has always been the intention to review the off-street service at some point to ensure that it is providing the services required by the contributing authorities; is efficient and effective in the way it delivers them and can demonstrate that it is value for money. It has also been influenced by the review of Colchester Borough Council's accommodation that has meant a change in its wider cash counting and collection services.
- 2.5 The review will commence on 13th March 2014 and a Business Case will be presented to staff setting out the reasons for the review and consulting them on the options developed to improve the services.
- 2.6 This Business Case will also be presented to and discussed with the contributing authorities' Client Officers. These Officers will also be closely involved in the design and implementation of any new arrangements.

- 2.7 One of the main areas to be examined will be the cost of the service as these have to be met from contributions from the contributing authorities. It is recognised that this will be a challenge as all local authorities face reductions in various income streams, however from a recent tender exercise that Colchester carried out on the cash collection service, it is likely that the costs of providing this part of the service will increase.
- 2.8 The principles of the proposed new structure will be to include more generic technical roles; flexible working practices and the best use of the associated enforcement resources.
- 2.9 To assist Members a high level timetable of the review is in the table below:

Action	Completed by
Prepare draft Business Case	28.2.14
Present to staff	13 & 14.3.14
Present to Client authorities	Mid-March 2014
Consultation closes and comments considered	14.4.14
Appointment process commences	15.4.14
Outsourcing (if required) commences	1.5.14
Report to NEPP Joint Committee	26.6.14