



North Essex Parking Partnership

Joint Working Committee
On-Street Parking

Civic Centre, The Water Gardens, Colleg
Square, Harlow CM20 1WG

21 March 2019 at 1.00 pm

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

North Essex Parking Partnership

Terms of Reference of the Joint Committee

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

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

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

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

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

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

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

The Joint Committee has the following specific responsibilities:

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

Strategic Planning

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

Committee Operating Arrangements

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

Service Delivery

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

Monitoring

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

Decision-making

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

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

Accountability & Governance

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

North Essex Parking Partnership
Joint Committee Meeting – On-Street
 Thursday 21 March 2019 at 1.00 pm
 Civic Centre, The Water Gardens, Harlow, CM20 1WG

Agenda

Attendees

Executive Members:-

Cllr Nigel Avery (Epping)
 Cllr Richard Van Dulken (Braintree)
 Cllr Mike Lilley (Colchester)
 Cllr Robert Mitchell (Essex)
 Cllr Fed Nicholls (Tendring)
 Cllr Danny Purton (Harlow)
 Cllr Howard Ryles (Uttlesford)

Officers:-

Lou Belgrove (Parking Partnership)
 Richard Block (Colchester)
 Liz Burr (Essex County Council)
 Richard Clifford (Colchester)
 Trevor Degville (Parking Partnership)
 Qasim Durrani (Epping Forest)
 Laura Hardisty (Colchester)
 Simon Jackson (Uttlesford)
 Samir Pandya (Braintree)
 Miroslav Sihelsky (Harlow)
 Shane Taylor (Parking Partnership)
 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 On-Street meeting held on 13 December 2019		1-5
6. Parking Management Policy The report outlines the updated Parking Management Policy which takes into account the Positive Parking Agenda key priorities and links these to the existing policy, updating the language, without changing the meaning of the document.	Richard Walker	6-31

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| <p>7. Reserve Funds Process Report
 The report sets out the bids received in relation to the decision at the December 2018 Joint Committee Meeting to decide a process for allocating funds for transport-related projects.</p> | <p>Richard Walker</p> | <p>32-35</p> |
| <p>8. Technical Report
 This report asks the committee to consider the objections and support received following the advertising of scheme 30777 The Chase Harlow, and decide if the restrictions should be introduced or not. The report also asks the committee to note the location of traffic regulation orders that have been installed in the 2018/19 financial year.</p> | <p>Trevor Degville</p> | <p>36-40</p> |
| <p>9. On-Street Finance Report
 The report sets out the financial position of the Parking Partnership to the end of period 10 2018/19 (January 2019).</p> | <p>Lou Belgrove</p> | <p>41-43</p> |
| <p>10. Forward Plan 2018-2019 and 2019-20
 This report concerns the 2018-19 and 2019-20 Forward Plan of meetings for the North Essex Parking Partnership.</p> | <p>Richard Clifford</p> | <p>44-48</p> |
| <p>11. Urgent Items
 To announce any items not on the agenda which the Chairman has agreed to consider.</p> | | |

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

**13 December 2018 at 1.00pm
Council Chamber, Tendring District Council Offices,
Weeley**

Members Present:

Councillor Robert Mitchell (Essex County Council) (Chairman)
Councillor Richard Van Dulken (Braintree District Council)
Councillor Mike Lilley (Colchester Borough Council)
Councillor Fred Nicholls (Tendring District Council)
Councillor Danny Purton (Harlow District Council)
Councillor Howard Ryles (Uttlesford District Council)

Apologies:

Councillor Nigel Avery (Epping Forest District Council)

Also Present:

Michael Adamson (Parking Partnership)
Lou Belgrove (Parking Partnership)
Richard Block (Colchester Borough Council)
Liz Burr (Essex County Council)
Richard Clifford (Colchester Borough Council)
Qasim Durrani (Epping Forest District Council)
Laura Hardisty (Colchester Borough Council)
Lisa Hinman (Parking Partnership)
Simon Jackson (Uttlesford District Council)
Samir Pandya (Braintree District Council)
Miroslav Sihelsky (Harlow Council)
Ian Taylor (Tendring District Council)
Paul Seabright (Parking Partnership)
Richard Walker (Parking Partnership)

21. Declaration of Interest

Councillor Mitchell, Essex County Council, declared a non-pecuniary interest, in respect his membership of Braintree District Council.

22. Minutes

RESOLVED that the minutes of the meeting held on 4 October 2018 be confirmed as a correct record, subject to the inclusion of Liz Burr on the list of attendees and the correction of the venue for the meeting to Braintree District Council Offices, Causeway House, Braintree.

23. Jonathan Baker

The Committee expressed its thanks to Jonathan Baker, who had recently left Colchester Borough Council, for the invaluable support and advice he had provided on governance issues for the Joint Committee.

RESOLVED that the Committee's thanks to Jonathan Baker, for the support and advice he had provided to the Joint Committee, be formally recorded.

24. Policy Review

Richard Walker, Parking Partnership Group Manager, introduced the report on the Policy Review. This aimed to make the Partnership's policies clear and more transparent. It also proposed to revise the timescale before newly introduced schemes could be revisited by removing the five year limit, and requested that Essex County Council review its policy for new developments.

The Joint Committee expressed its support for the proposals. It was sensible to review the policies and make them more transparent, understandable and concise. They would be reviewed in batches and brought to the Joint Committee for approval. It was anticipated that the first tranche would be submitted to the Joint Committee at its meeting in March 2019. However, the need to ensure policies reflected local practices and the divergent nature of the Partnership was highlighted.

In respect of the timescale for the review of new schemes, there were circumstances in which an early review of a scheme was essential and removing the five-year rule was a sensible approach. A review the policy for new developments was also timely. It was good practice to ensure that parking schemes were considered at the development stage, rather than being introduced after residents had already moved in, and parking practices and habits had already begun to develop.

RESOLVED that:-

- (a) Proposals for making the Partnerships policies clearer and more accessible without changing their meaning be approved, and that the reworded policies be published on the Partnership's website.
- (b) Options for revising the timescale before revisiting newly introduced schemes, and in particular removing the five year limit, be approved.
- (c) A request be made to Essex County Council to review the existing policy for new developments.

25. Parking Reserve

Richard Walker, Parking Partnership Group Manager, introduced the report on the Parking Reserve. A further document giving additional information about the funding arrangements for the Partnership was circulated to the Joint Committee. Based on a worst-case scenario, it was anticipated that the Partnership would generate a

Reserve Fund of £245K by the end of the Partnership agreement. This was a conservative and sustainable projection. It was probable that the final Reserve figure would be greater, should the Partnership continue to make a surplus. The Joint Committee were invited to consider how these Reserve Funds should be used. It was stressed that the funds had to be used in accordance with section 55 of the Road Traffic Regulation Act 1984.

The Joint Committee discussed various approaches to the allocation of the Reserve Funds. It was initially suggested that there needed to be an even distribution of the funds across all partner authorities, so that each authority would receive a fair share for it to use as it determined. This would help minimise strain on relations in the Partnership that might result from decisions relating to the allocation of the Reserve Funds.

However, it was suggested that this approach would not necessarily lead to the most effective use of the funds. Consideration need to be given to the strategic needs of the Partnership and ensuring that the maximum benefit was achieved. An argument was made that it would be better for the funds to be held centrally and for partner authorities to be able to bid for them in order to complete schemes or initiatives for which there was a clear path to implementation. A further suggestion was made that if surpluses were being generated, then it might be prudent to look at the costs of parking schemes to see if they could be reduced.

It was also suggested that there was an opportunity for the Partnership to raise its public profile and demonstrate the benefits of its work to the wider community, from whom the surplus has been raised, by using the Reserve Funds to help with responsibilities of other authorities whose work impinged on parking issues. This would increase the influence of the Partnership. For example, it could be used to fund Local Highway Panel schemes or work by the Rangers Service that had a parking related element, with a view to helping with traffic management and reduce congestion. This would have a county-wide benefit. It would also reflect the Joint Committee's position as a sub-Committee of Essex County Council. Such proposals should be at least considered alongside parking schemes suggested by the partner authorities.

However, some members expressed concern about this suggestion. In highway terms, the sums involved would be unlikely to make a significant difference. The Reserve Fund would be built up as a consequence of the Partnership's work. It had worked hard to introduce efficiencies and improve the financial position; therefore, it should be the partner authorities who determine how the funds are used and who benefitted from the Reserve Fund. It was proposed and agreed that the partners be invited to submit schemes relating to parking for future funding from the Reserve Fund. The Partnership should maintain a list of the schemes proposed and these should be submitted to the Joint Committee for consideration.

RESOLVED that:-

- (a) The reserve amounts set aside for investment in the service's medium-term operational plans up to 2020/21, including a reasonable working for contingency, be as set out in the report to the Joint Committee.

- (b) The partners be invited to submit schemes relating to parking for future funding from the Reserve Fund. The Partnership should maintain a list of the schemes proposed and these should be submitted to the Joint Committee for consideration.

26. On-Street Financial Report

Lou Belgrove, Business Manager, introduced a report setting out the financial position of the Parking Partnership to the end of period 7 2018/19 and setting out a proposed budget for 2019/20.

Following a query from a member of the Joint Committee it was confirmed that the mapping project was now complete and that any further work required on the project would be completed on a self-funding basis.

RESOLVED that:-

- (a) The financial position to the end of period 7 of 2018/19 be noted.
- (b) The Parking Partnership budget for 2019/20 be agreed.

27. Monitoring Report

Lou Belgrove, Business Manager, introduced a report providing an update on the Parking Partnership's On-Street operational activity. The Operational Report for period 1 was now published on the website, and this report provided the operational statistical information to go alongside it. This information may be included in future Operational Reports. The Operational reports for the year would be combined at year end to make up the Annual Report. This contributed towards meeting the Partnership's aim of greater transparency and the provision of improved information to the public, being published at the earliest opportunity.

In discussion, the Joint Committee welcomed the report. The high percentage of Penalty Charge Notices (PCNs) that were paid at the discounted rate was an indication of the quality and validity of the PCNs that were issued. There were no significant anomalies in the information provided, which indicated a consistent level of performance. It was suggested that it would be useful to include in future information about rates of appeal against PCNs. Richard Walker confirmed that the type of information included within the report would continue to evolve and it would move towards a performance dashboard style report.

RESOLVED that the contents of the Monitoring Report be noted.

28. Forward Plan 2018-19 and 2019-20 Dates

Richard Clifford, Democratic Services Officer, introduced the Forward Plan for 2018-19 and the dates for Joint Committee meetings in 2019-20.

It was confirmed that additional items would be added to the Forward Plan for the March 2019 meeting to cover:-

- The first tranche of policies reviewed under the Policy Review, as at minute 24;
- Consideration of schemes submitted for funding via the Reserve Funding, as at minute 25.

RESOLVED that:-

- (a) The North Essex Parking Partnership Forward Plan 2018-19 be noted;
- (b) The dates for North Essex Parking Partnership Joint Committee meetings in 2019-20 be agreed.



North Essex Parking Partnership

Meeting Date: 21 March 2019
Title: Parking Management Policy Update Report
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker

The report outlines the updated Parking Management Policy which takes into account the Positive Parking Agenda key priorities and links these to the existing policy, updating the language, without changing the meaning of the document.

1. Decision(s) Required

1.1. To note the revised Parking Management Policy, with improved design.

2. Reasons for Decision(s)

2.1. Members approved the improvement of policies at the previous meeting.

3. Supporting Information

3.1. The revised Policy is attached in Appendix A. A finalised draft will be tabled.

4. Standard References

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

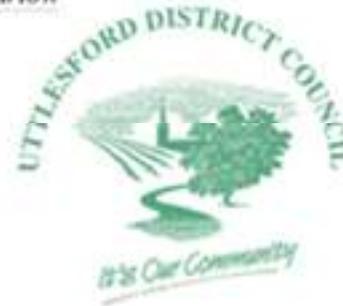
Appendix A Policy Document Example

Finalised copy to be tabled



Parking Management Policy

March 2019



Introduction

We have a parking policy to provide a framework which sets out how we normally manage parking at the roadside and in car parks.

Part 1 of this document explains how the policy framework links the work of the Parking Partnership to the county council's long-term plans.

Part 2 sets out how district and borough councils of the Parking Partnership can set local priorities for operations, patrols and pricing which support the long-term plan.

The policy framework explains our duties and compliance with Statutory Guidance[§] issued by the Department for Transport. The guidance requires authorities to publicise both the policies and management system to ensure that the public is aware of the legislation and how it is to be applied.

This document was updated in November 2018 to include the requirements of latest legislation, and to make it more understandable.

Note [§]

Secretary of State's statutory guidance to local authorities on the civil enforcement of parking contraventions, available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609788/statutory-guidance-local-authorities-enforcement-parking-contraventions.pdf

Part 1:

The County's long-term plans

This part sets out the long-term plans and principles and of Essex County Council regarding the management of roadside parking in Essex.

The county council's plans are designed to ensure that a consistent approach is taken to roadside parking across Essex, so that it benefits the public, the borough and district councils in the two Parking Partnerships and the county council.

Through its Local Transport Plan, the county council has the aims of tackling congestion; improving accessibility; improving safety; and reducing air pollution.

Essex County Council is the Highway Authority and it has a responsibility under the Traffic Management Act as Traffic Manager, so it is important that the Parking Partnerships share the same plans for the service.

The County's long-term plans – how the framework links

Essex County Council's Local Transport Plan (LTP) sets out its long-term plan:

The County Council, working jointly with these partnerships, will develop an Essex Parking Strategy in order to ensure the management of parking across Essex is consistent with the aims of the Essex Transport Strategy.

Through the *development of an Essex Parking Strategy*

Our Parking Policy supports the LTP Traffic Management Objective of Congestion *and Network Resilience: The County Council will facilitate the improved reliability of journeys*

The LTP Traffic Management Strategy also includes:

- *Working in partnership with the Essex district councils to improve the management of parking within urban areas, including the possible development of Park & Ride facilities to remove traffic from congested corridors;*
- *Stronger parking enforcement, particularly where illegally parked vehicles impede traffic flows or block access by public transport; and*
- *Working with partners to improve the management of goods deliveries, ensuring that appropriate vehicles are used, and that delivery and loading does not inhibit traffic flows.*

The County's long-term plans – main priorities

Tackling Congestion

The County Council has defined a functional road hierarchy of routes where the focus should be predominantly to facilitate the movement of through traffic. The Parking Partnerships should ensure that each route is treated as required through that hierarchy.

Improving Accessibility

The management of parking charges and availability of parking spaces can have a positive impact on the levels of congestion in town centres, encouraging drivers to use alternative forms of transport. On key routes and junctions, parking restrictions should be used to allow the free-flow of traffic on through and radial routes, particularly where these form part of a passenger transport corridor. In narrow streets, restrictions should also be used to facilitate the safe passage of passenger transport and emergency vehicles.

Improving Safety

Parking restrictions should be used to enhance the safety of road users, for example, protecting visibility at junctions, bends, crossing points, or in areas with high numbers of pedestrian movements where pedestrians could be masked by parked cars; preserving road space required for large vehicles such as buses to make manoeuvres safely and without delay. Alternately, the presence of parked vehicles can also enhance safety, acting as a form of “traffic calming” slowing vehicles in low speed residential roads.

Improving Air Quality

Overall, management of congestion and delays, as well as the encouragement of modal shift to forms of transport other than the private car, have benefits in terms of reducing carbon, emissions and improving air quality.

Part 2:

Parking Management Policy – putting plans into practice locally

The North Essex Parking Partnership's Parking Management Policy provides a framework which helps the Partnership to manage on-street parking. The framework provides for effective parking management activities and seeks to put the county's policy and long-term plans into a local context.

This helps meet the needs of all road users by clearly prioritising the different parking management needs across the Partnership area. The aim is to manage parking in the Partnership area on a fair and consistent basis.

- The framework identifies the ways that the policy will guide the Parking Partnership's patrols and operations, including pricing where deemed necessary, to help manage kerbside parking.
- The Parking Protocols document explains how the Parking Partnership will normally carry out these policies.

Together the two documents will ensure that a clear but fair policy is applied to operations that combine to support efficient and effective parking management against local needs.

The framework prioritises clearly the county's parking management, giving emphasis to the needs of people with disabilities, residents, visitors and businesses, helping to manage parking in the Partnership's council areas. The Partnership's framework includes the core principles of fairness, transparency and consistency.

Parking Management Policy – a framework for the Parking Partnership

The framework helps to create a better and safer environment and aims to provide effective on-street parking management across the Partnership area by supporting the following County-wide Parking Policy strategic outcomes.

Policy framework – Key Priorities

- **Congestion** – Reducing congestion, helping drivers find spaces quickly and easily
- **Safety** – Improving road safety, reducing the severity and number of traffic collisions
- **Air Quality** – Improving air quality, reducing congestion and dwell time in finding spaces
- **Accessibility** – Improving access to services and the economic vitality and vibrancy of town centres and high streets
- **Innovation** – Supporting a more mobile society by embracing new technology
- **Working together** – Providing a more efficient and accessible road network
- **Fairness** – Delivering a more effective, efficient and consistent parking management service

Congestion –

Reducing congestion, helping drivers find spaces quickly and easily

Making it easier to park - reducing congestion and delays caused by vehicles looking for parking spaces

- Suitable parking restrictions in town centre areas will ensure free flow of traffic and to encourage visitors to the town to park in the designated parking areas available, preventing unnecessary congestion and obstruction and the potential for road traffic accidents.
- Restrictions around junctions will allow traffic to flow more freely, further reducing the potential for congestion.
- Emergency and service vehicles will be able to operate more effectively along roads and low floor buses will be able to reach the kerb at bus stops since fewer inconsiderately parked vehicles will be in their way;

Safety –

Improving road safety, reducing the severity and number of traffic collisions

Making Roads Safer - by reducing the number and severity of collisions caused by poorly parked vehicles

- Research shows that improperly or inappropriately parked vehicles can be a common cause or contributory factor in Road Traffic Collisions; parking restrictions can help to reduce the occurrence of this type of parking.
- The positioning of parking bays can also be a major contributor to reduction in traffic speeds in what should be low speed residential or retail areas.
- It will be safer for drivers and pedestrians since the new focus on enforcement means clearer roads and pavements;
- With fewer illegally parked cars there will be fewer accidents, better traffic flow and accessibility, because the focus of enforcement will be on lessening inconsiderate and dangerous illegal parking to improve safety and minimise congestion;
- Sensible and safe parking within the Partnership area will be encouraged – as will greater compliance with Traffic Regulations.
- Road safety initiatives (especially for pedestrians, cyclists and other vulnerable road users), and emergency access requirements.
- The Partnership will manage local parking problem areas, e.g. for child safety near schools caused by the school run (including Safer Routes to School initiatives) and associated short-stay on-street parking activity.

Air Quality –

Improving air quality, reducing congestion and dwell time in finding spaces

Making it easier to breathe – by reducing congestion, a major contributor to air pollution

- Reducing the effect of transport on the environment.
- Traffic is a major contributor to reduced air quality levels, particularly traffic which is queuing in areas of limited capacity or obstructed by parked vehicles.
- As well as reducing the wasted engine running time (idling), simply reducing the number of vehicles will have positive effects.
- The general environment will improve by providing a more environmentally efficient transport system in terms of reducing congestion, energy conservation; use of other modes of transport will be encouraged such as walking and cycling (healthy options);

Accessibility –

Improving access to services and the economic vitality and vibrancy of town centres and high streets

Making high streets and town centres more appealing and vibrant - by making them more accessible, less congested and easier to navigate

- Improves access to jobs and services.
- Secures public transport availability for those without their own transport or who choose not to use it because of the parking restrictions.
- It will be better for local businesses since areas of short-term parking such as those outside local shops will receive more attention, increasing the potential for local trade;
- legitimate parking and loading requirements of businesses, considering commercial needs for delivery and servicing movements and the opportunity for changing delivery schedules and vehicle sizes.
- supporting the safe and efficient operation of the public transport network, especially on low-floor bus corridors.

Innovation –

Supporting a more mobile society by embracing new technology

Making journeys smarter – by adopting new payment and journey planning technologies.

- Parking provision will become more responsive to the public's needs because the local Council will control both provision and management of parking;
- Maximising the potential of information technology (IT) to support an effective and efficient parking management operation.

Working together –

Providing a more efficient and accessible road network

Making the UK's road network more efficient and effective – through joined up thinking and sharing of good practice nationwide

- Encourage healthier travel choices and employer travel plans;
- Some drivers will switch to alternative travel methods such as walking and cycling, either for recreational or commuting purposes.
- Former car drivers will create an increased demand for public transport which if acted upon will increase the viability of public transport services generally, with benefits for all users.
- Depending on the availability of parking facilities at the place of work, parking restrictions may encourage companies to take a look at their employees travel habits.
- Companies may assist in reducing the overall level of dependence on the private car by assisting in car sharing arrangements or they might provide facilities such as cycle parking, changing rooms and showers
- Single responsibility for parking means greater clarity to the public.
- The Council's integrated transport strategy can be linked to local issues in enforcement.
- Since income will come to the Council, any surpluses after reasonable running costs can be spent on transport projects in the local area;
- Coordinating on- and off-street parking management to ensure a comprehensive and complementary approach;

Fairness –

Delivering a more effective, efficient and consistent parking management service

Making parking management fairer – by helping people to understand parking regulations and how to follow them

- Raising revenue is not the objective of the Parking Partnership, nor are targets set for Civil Enforcement Officers to issue a set number of PCNs.
- The purpose of issuing PCN's is not to generate revenue but rather to discourage dangerous, careless and negligent parking, to deter motorists from breaking the parking regulations and promote greater compliance.
- Ideally parking operations should be self-financing through running patrols effectively and economically when practicable. CPE need not be self-financing providing a Local Authority can meet the cost from existing funding.
- It will increase parking for residents by discouraging commuters from parking in permit only areas;
- It will increase Blue Badge benefits since the increased enforcement of existing parking spaces for Blue Badge Holders will improve availability for Blue Badge holders.
- It will support town centre needs by encouraging commuters and other drivers to use long stay car parks where appropriate thereby freeing up short stay car park spaces for drivers who need them;
- the needs of disabled people and effective enforcement of parking regulations to enable easy access to activities and facilities.
- enforcement against observed parking patterns of demand to allow targeting of known problem areas.
- Allocating parking permits/waivers with clear conditions of use based on transparent and consistent principles, which give priority in accordance with the defined hierarchy of parking management.

Policy framework – Purpose of Parking Management

Parking management includes the patrol and operation of on- and off-street parking regulations. Its aim is to speed the journey of traffic to a suitable parking space

As part of parking management, patrols are carried out to maximise compliance with regulations to make our streets safer for all road users, particularly vulnerable road users; to prevent obstruction and delays (especially for buses and emergency vehicles); to ensure that parking bays are available for their intended use and to improve the general street scene.

Policy framework – detail and context

Inconsiderate parking contravenes the Highway Code, which requires drivers to show consideration for all road users. Certain parking contraventions remain the responsibility of the Police (zig-zag pedestrian crossings, obstruction and restriction of access where there are no yellow lines), and the Parking Partnership will work together with Essex Constabulary to communicate relevant information between both stakeholders.

Under the framework the Partnership is responsible for parking management including patrols and operations in its Special Parking Area under an agreement with the County Council. The County council has delegated the powers in North Essex via a Joint Committee to the Parking Partnership to the lead authority of Colchester Borough Council.

Scope and Benefits of Parking Management

Illegal parking is inconsiderate; it can be dangerous. Illegal parking on double yellow lines and footways can cause a serious road safety hazard. The basis for effective parking management is fair, consistent, transparent, policy-driven and quality-led and evidence-based operational patrols.

As competing parking demands intensify and conflict, the need for skilled and effective on-street parking management based on clearly defined priorities increases.

Patrols will be organised and reallocated to tackle problem areas. The framework specification provides a schedule and prescribes the hierarchy of operations including patrol visits (high priority, medium or low), dependent upon the location type, whilst providing freedom to vary according to temporary or local circumstances as directed by the Committee. This will ensure a good parking management regime that is both consistent and transparent.

The Parking Management Policy framework focuses on Customer needs by:

- Ensuring an efficient, robust and customer-friendly parking system.
- Effective tackling of parking fraud, and abuse of the Blue Badge Scheme.
- Ensuring an effective, fair and consistent enforcement operation to maximise compliance with the Partnership's parking regulations and the Traffic Management Act 2004.
- Consulting and communicating with both internal and external stakeholders to inform parking management issues.

Parking Controls

Effective traffic management relies on suitable implementation of parking controls. There are many different forms of parking control and careful consideration must be given when designing new schemes. The Partnership will review existing and new parking restrictions to ensure the schemes are necessary and suitable for purpose.

More details are contained in the Traffic Regulation Orders Policy

Requests for new schemes will be processed through the North Essex Parking Partnership using the Policy and forms for Traffic Regulation Orders.

The preferred Partnership option for residents who experience commuter parking problems is to introduce a resident parking scheme. The cost of the annual permit to park in these designated areas will help fund the implementation of the scheme and the continued daily patrols of the area. Residents Parking permits are issued to compliant applications by the Parking Partnership for the use of designated parking places in resident parking zones.

In areas where limited waiting parking is available, serving local businesses and shops, the preferred option to provide effective and efficient operations is to introduce short stay on-street pay and display. This method ensures greater compliance of the parking control and ensures the spaces are available for the intended use. A by-product of this type of control is pay and display income which will help fund the implementation of the scheme and the continued daily patrols of the area.

Any proposals for resident parking and on street pay and display will only be determined by consultation with affected persons with the decision to go ahead with a scheme being based on a simple majority of those responding and being agreed by the Joint Committee.

Fees and charges

Within the North Essex Parking Partnership, a single financial account is maintained for on-street parking, including resident permits or parking bays (cashless or pay-and-display). Charging levels for residents parking and on-street pay-and-display will be determined at a local level, through the Joint Committee, in order to achieve the aim of a balanced budget, and in line with legislation.

The County Council's plan is for the service to operate with financial sustainability. Charge levels need to take account of the cost of delivering the operations in an efficient way, whilst considering future investments for new equipment, vehicles, and technology.

Methods of operation

The Traffic Management Act 2004 provides local authorities options for issuing a Penalty Charge Notice (PCN). The preferred options of the Parking Partnership are;

- A parking patrol in person, issuing a PCN via a handheld device and printer
- Issuing a PCN via post (in instances where a patrol was prevented from serving a PCN or the vehicle drove away)
- A mobile patrol vehicle fitted with a camera, or a fixed camera, using an approved device and operating within the requirements of the Deregulation Act 2015. The Partnership utilises a CCTV vehicle to effectively enforce Clearways at bus stops and School Keep Clear markings.

The TMA 2004 enables local authorities to make use of Immobilisation and Removal Powers, principally to remove obstructions on the highway or at special events. In some circumstances, the North Essex Parking Partnership will carry out these activities. In doing so, the Statutory Guidance and legislation will be followed.

The scope of general hours of operation will generally be between 07.30 to 20.00 Mondays to Sundays with additional hours as and when required from early morning to late evening on occasion – in order to patrol “at any time” restrictions. The Partnership will regularly review operation hours and patrol provision and operations.

Dispensation Parking

The Parking Partnership will consider requests for parking dispensation and suspension from contractors to ensure necessary development works can progress. Each application will be considered on merit and will take into account location, safety, traffic flow and alternative parking provision.

Other issues

Footways

In parts of the Partnership area, footway parking currently takes place. In these areas parked vehicles dominate the street scene and can cause dangerous obstruction to other road users, such as parents with pushchairs and visually/mobility impaired people and wheelchair users.

Footway parking also results in higher maintenance costs for local Councils since footways are not designed to take the weight of motor vehicles and, as such, damage to the pavement can occur. The Parking Partnership will seek to minimise inappropriate footway parking in the Partnership area where enforceable, (i.e. where there are

parking restrictions or at places where dropped kerbs can be enforced, or other regulations introduced) to ensure that local pedestrian access and amenity is not adversely affected.

Abandoned Vehicles

Abandoned vehicles are an environmental nuisance and can be associated with anti-social behaviour. Abandoned vehicles not only cause an unnecessary hazard wherever they are dumped, they also have a serious impact on residents' quality of life and fear of crime in the local area; Patrolling Officers will report potential abandoned and untaxed vehicles on the street.

Blue Badges

The Essex County Council's Social Services administers parking permits for disabled people under the Blue Badge Scheme, which allows Blue Badge Holders considerable flexibility in where they can park on street. Badge holders can park free of charge without time limit in many areas, provided a valid Blue Badge is displayed, the bay has not been suspended and the vehicle is being used to transport the Blue Badge holder. Blue Badge holders are also allowed to park for a maximum of 3 hours on single and double yellow lines, except where there is a loading ban or where a bus or cycle lane is in operation.

Operational Priorities

The parking operational priorities are set out here and in more detail below:

Hierarchy for Managing Parking

- Highway Safety, preventing dangers due to anti-social parking:
- Near Accident locations such as junctions
- Near Pedestrian Crossings causing danger by double parking or on Pedestrian Footways

- Aid to movement, preventing obstruction and congestion on:
 - Main access roads into major urban centres (Principal Roads)
 - Town Centre shopping streets, Public Transport routes, main traffic routes (Non-principal Road) and other busy streets (Access Roads to Residential Areas/Local Shopping Parades)

- Preventing hindrance to road users at:
 - Bus stops, Vehicle accesses, Pedestrian access routes, Taxi Ranks, Special entertainment events
 - Management of the conveyance and delivery of goods in town and neighbourhood centres balanced against the movement and convenience of residents and tourists

- Designated Parking Bays

- Control effective use of permitted parking areas:
 - Encouraging the use of Borough/District Council and private Car parks, designated use Bays, time limited and Pay & Display bays, Permit parking.
 - Tackling fraudulent use of blue badges

Aid to Movement:

Preventing obstruction and congestion on:

Main access roads into towns (Principal Roads).	PRIORITY HIGH	Mainly patrolling single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by parked vehicles.
Town Centre shopping streets	PRIORITY HIGH	Mainly patrolling double yellow line restrictions and loading restrictions to enable essential traffic to access the town centre and not be hindered by illegally parked vehicles.
Public Transport routes	PRIORITY MEDIUM	Mainly patrolling single and double yellow line restrictions and loading restrictions to enable bus traffic to flow freely and not be hindered by illegally parked vehicles.
Main traffic routes within towns (Non-principal Road)	PRIORITY MEDIUM	Mainly patrolling single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.
Other busy streets (Access Roads to Residential Areas/Local Shopping Parades)	PRIORITY LOW	Mainly patrolling single and double yellow line restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.

Obstruction & Nuisance –

Preventing hindrance to road users at:

Bus stops	PRIORITY HIGH	Patrolling No Stopping Except Buses restriction in marked Bus Stop locations (where there is a wide yellow line marking) to prevent obstruction of bus stops.
Vehicle accesses	PRIORITY HIGH	Mainly prevention of obstruction to private driveways that have yellow line restrictions. This is particularly important where residents are in the process of trying to enter or exit their premises. Dealing with obstruction of dropped kerbs. Other footway obstruction without yellow line or other restrictions is a police function.*
Pedestrian access routes	PRIORITY MEDIUM	Mainly patrolling single and double yellow line restrictions where numbers of pedestrians are walking, such as shopping areas and pedestrian prioritised streets.
Taxi Ranks	PRIORITY MEDIUM	Mainly patrolling single and double yellow line restrictions at Taxi Ranks to prevent obstruction.
Grass verges	PRIORITY LOW	Mainly patrolling single and double yellow line restrictions where drivers are using the grass verge and causing damage. This does not apply where there are no yellow lines.
Special entertainment events	PRIORITY LOW	This is primarily where large organised events such as shows or firework displays cause short term visitors to park vehicles in side/residential streets contravention of waiting restrictions, where covered under temporary restrictions and No Waiting Cones are placed. This excludes Police No Waiting temporary cones which may also be placed at events; where there is no temporary restriction, the patrolling of which remains a police function.* For main traffic routes see <i>AID TO MOVEMENT</i>

Deliveries & Servicing –

Control and enable the conveyance of goods at:

Servicing yards	PRIORITY MEDIUM	Patrolling single and double yellow line restrictions to enable effective use and access to service yards.
Permitted loading areas	PRIORITY MEDIUM	Patrolling single and double yellow line restrictions to enable effective use and access to loading bays.

Parking Bays –

Control effective use of permitted parking areas in:

Borough/District Council Car parks	PRIORITY MEDIUM	Patrolling to reduce infringement of car park Orders
On-street Pay & Display	PRIORITY MEDIUM	Patrolling to reduce infringement of on street parking Orders
Blue Badge Holder Bays	PRIORITY MEDIUM	Patrolling to reduce infringement of on street Blue Badge Holder only parking places where there is time a restriction and where vehicle is not displaying a Blue Badge
Residents parking	PRIORITY MEDIUM	Patrolling to reduce infringement of on street residents parking places where a vehicle is not displaying a current residents parking or visitor badge for the appropriate Zone.
Limited waiting	PRIORITY LOW	Patrolling to reduce infringement of on street parking Orders where there is no fee but parking is time restricted.

Note: * indicates that this is a function of Police authority unless other parking regulations are in force.

Other operational requirements that follow will be balanced and prioritised on an as required basis depending upon resources available.

Appendix A – Glossary

CPE	Civil Parking Enforcement
CEO	Civil Enforcement Officer
PCN	Penalty Charge Notice
RTA1991	Road Traffic Act 1991 – superseded by TMA2004
TMA2004	Traffic Management Act 2004



North Essex Parking Partnership

Meeting Date: March 2019
Title: Reserve Fund Process Report
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker

The report sets out the bids received in relation to the decision at the December 2018 Joint Committee Meeting to decide a process for allocating funds for transport-related projects.

1. Decision(s) Required

- 1.1. The Committee is invited to decide the Framework Process for:
 - allocating funds to projects put forward by the Partners; and
 - processing projects against funding in the future programme.

2. Reasons for Decision(s)

- 2.1. To ensure that funding is used fairly and in accordance with the legislation.
- 2.2. Legislation dictates that surplus on-street funds are ring-fenced in accordance with s.55 of the Road Traffic Regulation Act 1984 (as amended).
- 2.3. For good governance, and to ensure that prudent use of funds is made.

3. Background

- 3.1. The on-street operational reserve fund is called the Civil Parking Reserve, and this provides for the current NEPP long-term Financial Plan budget up to 2021/22.
- 3.2. The Plan was decided at the Agreement Review in 2017. Surplus is defined as any amount over that and is conditionally available for allocation to projects.
- 3.3. A total of £250k was projected at the last meeting to be Surplus, plus or minus any in-year net operating revenue.
- 3.4. The current operating net revenue for the current year is projected to add further to the reserve rather than draw down – this will be confirmed at the closer of the financial year.
- 3.5. Should any further Surplus accumulate between now and the end of the Agreement in 2022, this will become available for allocation later.

4. Process for allocating funds

- 4.1. The Committee is invited to decide the Framework Process for allocating funds to projects in the future work programme.

- 4.2. It is recommended that a scoring system, like that used in the Traffic Regulation Order Process, is adopted but supplemented by additional qualitative and quantitative measures to reflect the conditions below.
- 4.3. The measures in the framework must reject all proposals not within legislation.
- 4.4. Funding for projects not within NEPP will be considered against the scoring system, and against an additional value for money measure, input back into the fund, and whether a scheme would be progressed even without funding.
- 4.5. It is proposed that the Framework Process ensures that all proposals are treated fairly, particularly in terms of how they support the NEPP objectives.
- 4.6. Types of projects that could be considered are described in the Appendix, with a commentary for guidance on an example process in each case type.
- 4.7. NEPP will provide the resources to deliver the agreed projects.

5. Finance

- 5.1. The funding available will be reviewed against the framework regularly.

6. Standard References

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

Appendix A –

Bids in detail with examples of proposed Framework Scoring

Description		Explanation	Cost	Score
1.	Provision of On-Street Pay to Park Bays Additional parking on the highway close to an attractor	To install parking places at station approach (highway, for on-street fund)	£25k	75+Q
2.	Introduction of MiPermit Support for alternate modes of parking, ticketing and patrols	Support for MiPermit ticketing solution with partners (e.g. parking places, parishes, P&R)	£10k	60+Q
3.	TRO Scheme Review Additional schemes over the six usually considered per district	To review the schemes on the partner's long lists ahead of projected timescale	£25k	60+Q
4.	Town centre scheme Major scheme revisions to groups of roads to improve town centre vitality	To review on-street restrictions in town centre areas for areas where this would otherwise not be programmed in timescale.	£18k	55+Q
5.	Variable Messaging Signage Advanced direction signage on the highway to car parks showing real-time spaces now	To complete a current scheme or install new signage scheme. Research shows a significant customer satisfaction where introduced and helps reduce circulation and congestion.	£30k - £60k	55+Q
6.	Car Park Fund Provision Building or extending off-street car park(s) with recirculating fund	To provide funds for new off-street car parks, where income is shared back to fund within reasonable timescale.	£200k - £1m	55+Q
7.	Car Park Order Review To revise the regulations of off street car park(s)	To review the off-street parking order	£10k	15+Q
8.	Car Park Grant Provision Building or extending off-street car park(s) by one-off grant	To provide grant for new off-street car parks, where income goes to district.	£200k - £1m	15+Q

Note Q represents a qualitative score unique to each scheme, to be determined individually.

Appendix B –

Prioritisation Methodology – Score sheet

Viability – maximum 35 points

Deliverable:

within 2 years (2020/21)	10 points
within 3 years (2021/22)	5 points
Supports the County Council Aims	10 points
Supports the Parking Management Framework.....	10 points

Financial – 40 points

Matched funding from partner	5 points
Funding stream replaced <i>treated as circulating invest to save fund</i>	15 points
Makes a contribution to future project budgets	15 points
Forms a contribution to economic development <i>e.g Resident parking</i>	5 points

Social Value – 25 points

Resolves local parking issues within 100 metres of site request	5 points
Relevant personal injury collision recorded within 50 metres <i>attributed to parking</i>	10 points
Resolves parking inhibiting emergency services etc & is evidenced	5 points
Resolves parking overcrowding close to school, hospital, railway station etc.....	5 points

Additional Qualitative Measures

Points by discretion, on report (<i>VFM, affordability, fund recycling timescale, etc</i>)	± 50 points
Does not comply	– deduct 150 points

Maximum Score 150 points

Note: The qualitative measures are to be provided by report.



North Essex Parking Partnership

Meeting Date: 21 March 2019
Title: Technical Report
Author: Trevor Degville, NEPP Technical Manager
Presented by: Trevor Degville

This report asks the committee to consider the objections and support received following the advertising of scheme 30777 The Chase Harlow, and decide if the restrictions should be introduced or not. The report also asks the committee to note the location of traffic regulation orders that have been installed in the 2018/19 financial year.

1. Recommended Decision(s)

- 1.1. To consider the objections received following the advertising of proposals for waiting/loading restrictions on The Chase and decide if the proposal should be introduced, amended and re-advertised or not introduced.
- 1.2. To note the Traffic Regulation Orders introduced during the 2018/19 Financial Year.

2. Reasons for Recommended Decision(s)

- 2.1. To allow officers to arrange for the traffic regulation orders to be introduced or make alternative arrangements.
- 2.2. To allow officers to inform objectors of the outcome of their objection.

3.0 Background Information

- 3.1 A proposal to introduce no waiting/no loading restrictions on The Chase was first advertised on 12th April 2018. Following objections and other issues being raised it was requested by Harlow District Council that an amended proposal be advertised. The amended proposal saw a reduction in the amount of carriageway to be restricted and was advertised on 15th November with objections to be received by 12th December 2018 (an additional week being given for objections to be made). In addition, a letter drop was carried out to residential properties in the area to inform residents of the proposed changes.
- 3.2 Redacted copies of the objections and other comments can be found in the appendix i to this report. Attachments provided with the objections can be found in appendix ii and a map showing the proposed restrictions along with a situation plan can be found in appendix iii. All are available to view on the NEPP website at: <http://www1.parkingpartnership.org/north/committee>

4.0 Summary of the objections that were received

Objection number	Reason for Objection
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1	Concerns about parking for the objector's disabled parents if they cannot park on The Chase. Objects as their nurses and carers need to park nearby. Car port that is near property is not disabled badge holder friendly. Removing vehicles may increase the traffic speed and noise pollution. Proposed restrictions will stop unloading of goods from supermarket.
2	Restrictions will cause a lack of parking for residents. The design of garages on the estate is not fit for purpose. Speed of traffic flow will increase. Parking issues will move to side streets and cause social issues. No loading would prevent goods being unloaded from the supermarket. Objector suggests that more access roads are required.
3	From local councillors. Advises that another main access is currently under construction which will ease traffic congestion. Most residents have little/no alternative parking provision. Cars cannot fit into existing garages. Suggests that The Chase is wide enough for the current situation as it is.
4	Objector argues that the proposals will lead to the displacement of up to 21 vehicles. Objector advises that if they cannot park outside their property they have no alternative as they cannot park outside their garage as this would block the car port of their neighbour. Objector asks where visitors to The Chase are going to park?, suggests that there is a danger to children when crossing the road opposite the objectors property, advises that there is not suitable enforcement of the 20mph restriction, that there is no alternative parking and that to accommodate the restrictions the objector would need to either cut across the on-coming traffic flow or turn around in the road. Objector argues that the proposal will cause inconvenience and make the property less valuable which is not what the objector thought when they purchased the house. It is suggested the developers have indicated that dedicated parking spaces will be introduced for residents of The Chase with grass verges being removed to accommodate this. Objector advises that they want compensation if the proposal goes ahead and intend to take further legal advice.
5	Objects as removing vehicles would increase traffic speed. Suggests that there is no alternative parking for residents. Objector argues that no alternatives have been considered for the past 14 years to overcome the problem of single road access to the estate but new access points are now being constructed which will decrease the volume of traffic.
6	Objection received for safety – increase in vehicle speeds, Environmental concerns – increased traffic flow and noise pollution and deposit dirt into residents homes when windows are open, Absence of Alternative Solutions – little or no alternative parking available to residents of The Chase, Other – objector suggests that there needs to be more alternative road access.
7	Objector advises that they already have parking problems which will be made worse by the proposals. Suggests permit parking or restrictions on one side of The Chase only.
8	Objector argues that the proposals will make parking difficult for them when they are unloading shopping, they have visitors to the property who need to park, need traders to attend the property and deliveries are being made. Objector suggests that there is a problem with speeding vehicles already and that there is no need to put severe restrictions in place.
9	Objector lives in a nearby road and is concerned that displacement of vehicles will have an effect on the road where they park. Suggests better access to the development should be the solution.
10	Objector suggests the proposals will “bring chaos” causing parking problems for residents of The Chase. Suggests that most properties have 2 -3 vehicles associated with them and rely on The Chase to meet parking

	needs. Suggests there is little alternative parking available to residents. Objector argues that once all the access points are completed there will be a decline in the volume of traffic on The Chase.
11	Objector argues that the proposals will have a “hugely detrimental impact on my property in terms of parking availability” without bringing benefits.
12	Objector advises that he has to park in front of his garage as it is too small so what the designers consider to be 2 spaces is actual 1 space. Other vehicles in the objectors household have to use The Chase to park on. Suggests that if the proposal goes ahead there will not be sufficient space for the displaced vehicles. Objector advises that speeding vehicles already cause noise pollution as The Chase is the main thoroughfare. Suggests that the removal of parked vehicles will increase traffic speeds. Suggest that the new access points will stop the need to take any action on The Chase.
13	Environment – proposals will cause an increase in traffic flow. Removing parked vehicles will encourage construction vehicles to use The Chase as an access road causing dust and dirt to enter residents’ properties. Road safety – removing parked vehicles will increase traffic speed and present a danger to children at the nearby school and residents. Disabled Badge Holders – the proposal will stop DBH parking near their properties on The Chase. Suggests that alternative solutions have not been considered. Residents use The Chase for parking as there is not enough allocated parking and garages are too small.
14	Parked vehicles act as a traffic calming measure and there are schools, nurseries and playing fields nearby. There is little or no alternative parking available nearby for residents of The Chase. Increase in traffic speed will increase noise pollution. No alternatives have been considered.
15	Yellow lines should have been installed when the properties were built but it is not fair on residents to install them now. There is nowhere else for residents to park. Concerned that residents will start to park behind the objectors property or on their driveway. There are 4 bedroom properties and residents need somewhere to park. 5 photos provided which are shown separately
16	The developers neglected parking facilities and only allocated one garage per property which is too small to fit a car in. Developers made the side roads too narrow to park on. No provision made for vehicles to be kept in a safe place away from the properties and no consideration of vehicular entry and exit onto the estate was made. If the proposals go ahead more vehicles will need to park on the side roads and will cause dangerous parking. Suggests that High Chase should be blocked from using The Chase and their entry and exit to be by the construction road only.
17	Objector advises that they need access close to their property due to having elderly and disabled relatives who live in the property and who have regular hospital appointments. Advises that the proposal will cause issues for residents who will have no alternative parking areas. Suggests the road should be widened and parking areas be made on the grass verges. Also suggests a one way system is installed.
18	Objector has two vehicles but only one allocated parking space. Is concerned about the effects of displacement and an increase in traffic speeds. Suggests that small businesses will lose customers as customers cannot stop to collect items.
19	Petition provided by local councillors. 38 signatories.
20	Objector suggests that the proposal does not solve the main problems on The Chase which are traffic levels, pollution and high risk of accidents. Suggests that parked vehicles act to slow down traffic speeds. There is a lack of alternative parking and will cause displacement to other areas of the

	estate. Increase in traffic flow will cause noise pollution. The proposals will harm local businesses by removing the parking provision. It is suggested that the proposals will cause an increase in arguments over parking between residents.
21	<p>Objector argues that traffic flow has only become an issue since Phase 2 of the Newhall project. Suggests that the second access road will alleviate traffic flow issues on The Chase and that the construction road should be made available to other traffic to stop disruption for residents when small lorries and vans enter the estate.</p> <p>When Phase 1 of the construction was undertaken the amount of available parking was kept to the minimum needed to pass planning regulations. Objector argues that the proposal would not be accepted now and that it is therefore unacceptable to remove unrestricted parking areas. Objector argues that residents are not able to park at the rear of their properties. Parked vehicles form the only traffic calming measures on The Chase. Objector argues that there will be an increase in noise pollution and advises that there is a need for a disabled badge holder bay to allow parking near his property. Objector argues that if the correct access roads are built there will not be many issues on The Chase. A copy of the objectors original objection is included as this was resubmitted</p>

4.1 Support for the proposal

Support Number	Reason for Support
22	Proposal is welcomed by the Ambulance Service. It is advised that at present there are difficulties with ensuring a clear route ahead when driving under emergency conditions due to vehicles parked on both sides of the road. At times there is a delay whilst traffic passes through the obstruction caused by vehicles being parked on both sides of the road. Suggest restrictions on one side of the road may also help to improve the width available.

5.0 Update on TROs introduced during 2018/19 Financial Year

Authority Area	Scheme Number	Roads in scheme
Braintree	20145	Coggeshall Road Braintree
	20145	Warley Close Braintree
	20146	Notley Green, Great Notley
Colchester	40146	High Street Dedham
	40146	Brook Street Dedham
	SEM	Mill Road Colchester
	SEM	Raven Way Colchester
	40139	Nayland Road Colchester
	40118	Boxted Road Colchester
	Chair Delegation (external payment)	Circular Road North
Epping Forest	Other	Sun Street Waltham Abbey
	60138	Stonards Hill Epping
	60155	Woollard Street Waltham Abbey
	60155	Milton Street/Court Waltham Abbey
	60155	Cleall Avenue Waltham Abbey
	60000	Algers Road Loughton
	60000	Lower Park Road Loughton
60000	The Avenue Loughton	

	60000	Algers Mead Loughton
	60064	High Road Buckhurst Hill
	60085	Albion Hill Loughton
	60085	Nursery Road Loughton
	60085	Albion Park Loughton
	60085	Pollards Close Loughton
Harlow	30066	Water Lane Harlow
	30056	Parndon Mill Lane Harlow
	30073	Parndon Wood Road Harlow
	30073	Fennels Harlow
Tendring	50140	Waterside, Brightlingsea
	50140	Tower Road Brightlingsea
	50140	Sydney Street Brightlingsea
	50140	Fieldgate Dock Brightlingsea
	SEM	Hadleigh Road Clacton
	SEM	Cloes Lane Clacton
	SEM	Main Road Dovercourt
	SEM	St Osyth Road East Little Clacton
	SEM	Park Square East Clacton
	SEM	High Street Thorpe-le-Soken
	50131	Holland Road Holland on Sea
	50128	Preston Road Holland on Sea
	50047	Garden Road Walton on the Naze
	50065	Marlowe Road Clacton on Sea
Uttlesford	10067	Wrights Green Lane Little Hallingbury
	10067	Honey Road Takeley
	10067	Burgattes Road Takeley
	10067	Bennett Canfield Drive Takeley
	10067	Warwick Road Takeley
	10067	Clarendon Road Takeley
	10065	Chaters Hill Saffron Walden
	10069	Elephant Green Newport
	10077	Beehive Court Hatfield Heath
	10077	A1060 Stortford Road, Hatfield Heath
	10068	East Street Saffron Walden
	10071	Common Hill Saffron Walden
	10071	Ashdon Road Saffron Walden
	10061	Chapel Hill Stansted Mountfitchet
	Chair delegation (external payment)	Stansted Airport Clearways

SEM – School Entrance Markings

5.1 Commuter Parking Review

A permit scheme in the first area selected by the Joint Committee for a commuter parking review became operational in January 2019.

An area of Epping was selected for the initial commuter parking review at the December 2016 JPC, with an update report being presented at the October 2017 JPC. This project involved a commuter parking survey being undertaken by a private company. This results of this helped inform discussions between NEPP officers and Epping Forest District Council officers prior to proposals for the area being advertised. The first orders on this project introduced two different permit schemes (EF3 and EF4). The proposal also introduced a limited number of business permits to allow parking for Epping workers plus three pay and display areas where the first 60 minutes parking is free of charge. The operational times are 10 – 2.30pm Monday to Friday excluding Bank/Public Holidays. As with all traffic regulation orders that are introduced, we will now monitor

to see where displacement has occurred and if additional traffic regulation orders are required in the future.



North Essex Parking Partnership

Meeting Date: 21 March 2019
Title: On-Street Financial Report
Author: Lou Belgrove, NEPP Business Manager
Presented by: Lou Belgrove, Richard Walker

The report sets out the financial position of the Parking Partnership to the end of period 10 2018/19 (January 2019).

1. Decision(s) Required

- 1.1. To note the financial position to the end of period 10 of 2018/19.

2. Reasons for Decision(s)

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

3. Alternative Options

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

4. Supporting Information

- 4.1. A table is attached to show the current position.
- 4.2. Income is presently forecast to exceed expectations. Expenditure is presently on track.
- 4.3. Agreed projects in the plan for the use of reserves are detailed in the orange panel.

5. Financial Implications

- 5.1. Overall financial performance currently suggests an operating net out-turn of £171k.
- 5.2. Consideration was given to funding TRO and project work during the Agreement Extension. As a worst-case scenario, £235k p.a. needs to be available to cover the costs.
- 5.3. Reserve funding was allocated to projects (e.g. the mapping project) but the net position allows these to be funded in-year rather than being a cost as expected in the budget.

6. Standard References

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

Appendix A – On-Street account to end P10
overleaf

Period 10 - January 2019	A	B	C	D	E	F	G	H
On-street Account (£ 000)	2017/2018	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2019/20
<i>Provisional Outturn</i>	Actual to date	Actual to date	Budget to date	Variance to date	Forecast out-turn	Annual budget	Projected variance	Proposed Budget
Direct costs								
Expenditure								
Employee costs:								
Management	73	57	56	1	68	68	0	69
CEOs & Supervision	1,148	986	1,075	(89)	1,205	1,290	(85)	1,335
Back Office	341	274	296	(22)	330	355	(25)	347
TRO's	127	105	84	21	130	101	29	130
Premises / TRO Maintenance costs	190	84	32	52	131	38	94	180
Transport costs (running costs)	39	29	26	3	38	31	7	28
Supplies & Services	359	279	343	(64)	406	411	(6)	404
Third Party Payments	45	23	36	(13)	44	44	0	44
Sub total - Expenditure	2,322	1,838	1,948	(111)	2,351	2,337	14	2,536
Income								
Penalty Charges (PCNs)	(1,900)	(1,412)	(1,383)	(29)	(2,105)	(1,844)	(261)	(1,773)
Parking Permits/Season Tickets	(660)	(585)	(445)	(140)	(762)	(534)	(228)	(655)
Parking Charges (P&D etc)	(310)	(273)	(189)	(84)	(327)	(227)	(100)	(326)
Other income	(97)	(43)	0	(43)	(43)	0	(43)	(51)
Balancing reserve contribution (if required)	0	0	0	0	0	(188)	0	0
Sub total - Income	(2,967)	(2,314)	(2,017)	(296)	(3,237)	(2,791)	(632)	(2,805)
Total Direct Costs	(645)	(476)	(69)	(407)	(886)	(454)	(618)	(270)
Total Non-direct Costs	423	379	454	(76)	454	454	0	454
Sub total - in-year net operating costs	(222)	(97)	385	(483)	(432)	0 N	(618)	184
					in-year operation			
Agreed Work Programme projects - Reserve Project expenditure								
3PR – schools fund (from reserve) RX50		9 JPC4-D			50 K	50 P	0	
Technology update (see note T) RX28a		19 JPC4-B			55	55 P	0	50
Mapping Project		79 JPC4-C			108	108 P	0	
Maintenance/accomodation-single HQ RX28b		38 JPC4-A			48	48		
Sub total - reserve project expenditure		145			261	261	0	50
Net Draw-down from Reserve to Work Programme		48 M			(171) L	261 C	(618)	234
Deficit / (Surplus) net to/from reserve		0			(171)	0	618	0
					out turn			

Notes: K – 3PR funding £50k will roll across years; L – call on reserve (dr is into fund); M – current draw on reserve; P – Agreed project budgets; N and C – TRO budget.

NB. JPC4-A...D notes are internal use and relate to current budget summary position for projects, and match to notes in our project planner.



North Essex Parking Partnership

Meeting Date: 21 March 2019
Title: Forward Plan 2018-2019 and 2019-2020
Author: Richard Clifford – Democratic Services, Colchester Borough Council
Presented by: Richard Clifford – Democratic Services, Colchester Borough Council

This report concerns the 2018-19 and 2019-20 Forward Plan of meetings for the North Essex Parking Partnership.

1. Recommended Decision(s)

- 1.1 To note the North Essex Parking Partnership Forward Plan for 2018-19 and 2019-20.

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.

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

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	31 May 2018, S17, Rowan House, 33 Sheepen Road, Colchester	21 June 2018, Colchester Borough Council – Grand Jury Room, Town Hall, High Street Colchester.	Annual Review of Risk Management	Hayley McGrath (CBC)
			Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			3PR Overview and Costs	Richard Walker (PP)
			NEPP Technical Team Update	Trevor Degville (PP)
			NEPP Financial Update	Lou Belgrove (Parking Partnership)/Richard Walker (PP)
			North Essex Parking Partnership Operational Report	Lou Belgrove (PP)
			NEPP Annual Report Data for 2017/18	Richard Walker (PP)
Joint Committee for On/Off Street Parking	13 September 2018, G03, Rowan House, 33, Sheepen Road, Colchester	4 October 2018 1.00pm Braintree District Council	Forward Plan 18/19	Jonathan Baker (CBC)
			Technical Report & Traffic Order Scheme Prioritisation	Trevor Degville/Shane Taylor (PP)
			Obstructive Parking Update	Richard Walker (PP)
			On-Street Financial Report	Richard Walker/ Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			NEPP Terms of Reference Governance Update	Richard Walker (PP)
Forward Plan 18/19	Jonathan Baker (CBC)			

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking	22 November 2018, S17, Rowan House, Sheep Road, Colchester.	13 December 2018 1.00pm Tendring District Council	Traffic Regulation Order Policy	Richard Walker (PP)
			Allocation of NEPP Financial Surplus	Richard Walker/Lou Belgrove (PP)
			Parksafe Car	Richard Walker/Lou Belgrove (PP)
			Residents and Commuter Parking	Richard Walker (PP)
			On-Street Budget Update	Richard Walker/Lou Belgrove (PP)
Forward Plan 18/19 & 19/20 Dates	Jonathan Baker (CBC)			
Joint Committee for On/Off Street Parking	28 February 2019 G3, Rowan House	21 March 2019 1.00pm Harlow District Council	Technical Team Traffic Regulation Order Update	Trevor Degville/Shane Taylor (PP)
			Finance Update Period 11 and 2018/19 Budget	Lou Belgrove (PP)
			Policy Review	Richard Walker (PP)
			Consideration of schemes submitted for funding via the Reserve Funding	Richard Walker (PP)
			Forward Plan 18/19	Richard Clifford (CBC)

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker
 Parking Manager, Lou Belgrove
 Technical Services, Trevor Degville
 Technical / TROs, Shane Taylor
 Service Accountant, Louise Richards
 Governance, Richard Clifford
 Media, Laura Hardisty

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

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	30 May 2019, Room G03, Rowan House, Sheepen Road.	20 June 2019 1.00pm, Grand Jury Room Colchester Borough Council	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP On Street Financial Update	Lou Belgrove (PP)
			NEPP Annual Report Data	Richard Walker (PP)
			Technical Team Traffic Regulation Order Updates	Trevor Degville (PP)
			Operational Report	Lou Belgrove (PP)
			Reserve Funds Allocations	Richard Walker (PP)
			Forward Plan 19/20	Richard Clifford (CBC)
Joint Committee for On Street Parking	12 September 2019, Room G03, Rowan House, Sheepen Road.	3 October 2019 1.00pm, Uttlesford District Council	Technical report and Traffic Order Scheme Prioritisation	Trevor Degville (PP)
			On Street Financial Report	Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			Forward Plan 19/20	Richard Clifford (CBC)
Joint Committee for On Street Parking	21 November 2019, Room G03, Rowan House, Sheepen Road.	12 December October 2019 1.00pm, Epping Forest District Council	On Street Budget Update	Lou Belgrove (PP)
			Forward Plan 19/20 and 20/21 Dates	Richard Clifford (CBC)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	27 February 2020, Rowan House, Sheepen Road.	19 March 2020 2019 1.00pm, Braintree District Council	Technical Team traffic Regulation Order Update Finance Update and 2019/20 Budget Forward Plan 19/20	Trevor Degville (PP) Lou Belgrove (PP) Richard Clifford (CBC)
Joint Committee for On Street Parking	4 June 2020, Room G03, Rowan House, Sheepen Road.	20 June 2019 1.00pm, Grand Jury Room Colchester Borough Council	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP On Street Financial Update NEPP Annual Report Data Technical Team Traffic Regulation Order Updates Operational Report Forward Plan 20/21	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Trevor Degville (PP) Lou Belgrove (PP) Richard Clifford (CBC)

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