

**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.