



EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Council Chamber, Civic Offices, High Street, Epping **Date:** Monday, 11th September, 2017

Room: Council Chamber **Time:** 7.30 pm

Democratic Services Officer: V. Messenger
Tel: (01992) 564243 Email: democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors D Stallan (Chairman), A Boyce, J Lea, B Rolfe, M Sartin, E Webster and J H Whitehouse

Local Council Representatives:

Clerks and Chairmen/Members of Parish and Town Councils

County Council Representatives:

Members for the following divisions:

North Weald and Nazeing:	Councillor A Jackson
Loughton Central:	Councillor C Pond
Ongar and Rural:	Councillor M McEwen
Epping and Theydon Bois:	Councillor C Whitbread
Buckhurst Hill and Loughton South:	Councillor V Metcalfe
Chigwell and Loughton Broadway:	Councillor G Mohindra
Waltham Abbey:	Councillor R Gadsby

**PLEASE NOTE THE START DATE OF THE MEETING
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM 7.00
P.M IN THE MEMBERS ROOM**

1. WEBCASTING INTRODUCTION (Pages 5 - 8)

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Chairman will read the following webcasting announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing and copies of the recording could be made available for those that request it.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if any member of the public wishes to avoid this they should move to the upper public gallery".

2. APOLOGIES FOR ABSENCE

3. MINUTES OF PREVIOUS MEETING (Pages 9 - 60)

To confirm the minutes of the meeting of the Committee held on 13 March 2017 and any matters arising therefrom.

4. LOCAL AIR QUALITY

(Epping Forest District Council) To receive reports on the impact of local air quality on Epping Forest from Dr Jeremy Dagley (Head of Conservation, Open Spaces Department - Epping Forest, Corporation of London) and EFDC Air Quality Officer, Claire Jaggard.

5. FLY-TIPPING

(Epping Forest District Council) To receive a report from Environment and Neighbourhood Manager, Richard Gardiner, on the following matters:

1. Brief introduction on fly-tipping issues and enforcement.
2. Update on Cleaner Essex Group "Crime not to care" campaign.
3. Question and Answer – please see the updated Frequently Asked Questions page on the Council's website at the link below:

<http://www.eppingforestdc.gov.uk/residents/your-environment/crime-safety/fly-tipping>

6. DRAFT CORPORATE PLAN 2018 - 2023 (Pages 61 - 70)

(Epping Forest District Council) To receive a report on the draft Corporate Plan 2018 – 2023 from Assistant Director, Governance, Simon Hill, on behalf of the Head of Transformation, David Bailey.

7. PLANNING

(Epping Forest District Council) To receive verbal reports from the Assistant Directors of Governance, Simon Hill, and Development Management, Nigel Richardson, as detailed below:

- Review of Planning Protocol;

- Criteria for the extent of neighbour consultation on applications; and
- Update on the review of the Local List.

8. EPPING FOREST DISTRICT LOCAL PLAN - PROGRESS

(Epping Forest District Council) To receive a verbal report from the Director of Neighbourhoods and Deputy Chief Executive, Derek Macnab, setting out the current position with regard to progress on the development of the new Local Plan for the Epping Forest District.

9. ECC HIGHWAYS RANGERS (Pages 71 - 80)

Essex County Council gave a private briefing to Epping Forest District Councillors on 18 July 2017, which included details of its Highways Rangers Service and how parishes may access this service (see the attached presentation).

The full ECC Highways presentation given to EFDC councillors (comprising 76 pages) is available on request from the Local Councils' Liaison Committee Secretary, Vivienne Messenger, Democratic Services.

ECC has advised its website is also very informative and is a good source of information should there be any other questions particularly in regard to the maintenance aspects – please see the link below:

<http://www.essexhighways.org/transport-and-roads.aspx>

10. ANY OTHER BUSINESS

11. DATES OF FUTURE MEETINGS

To note that the next meeting of the Committee will be held at on 12 March 2018 at 7.30pm.

To receive a private address from Epping Forest District Council's Public Relation's Manager, Tom Carne, on the state of preparedness for local councils following significant national events.

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EPPING FOREST DISTRICT COUNCIL

**PROTOCOL FOR WEBCASTING OF
COUNCIL AND OTHER MEETINGS**



Introduction

The Council has agreed that certain meetings should be the subject of live web transmission ('web casting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose and there is a mobile unit for use in other locations

This protocol has been produced to assist the conduct of web cast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be web cast by the Council:-

Main provisions:

1. The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Chairman continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) Exclusion of public and press being moved and supported;
- (iii) Any other reason moved and seconded and supported by the Council/Committee or Subcommittee.

2. No exempt or confidential agenda items shall be webcast.

3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months. Council meetings are recorded onto DVD, which will be stored in accordance with records management procedures.

4. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action she must notify all elected Members in writing as soon as possible of her decision and the reasons for it via the Bulletin

Council expects the Chair of the Council and the Monitoring Officer to ensure that Council meetings are conducted lawfully. Therefore, Council anticipates that the need to exercise the power set out above will occur only on an exceptional basis.

5. Any elected Member who is concerned about any webcast should raise their concerns with the Head of Research and Democratic Services

Agenda Front Sheets and Signage at Meetings

On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

Meetings of the Area Plans Subcommittees, District Development Control Committee, Licensing Committee and other 'Quasi Judicial' Hearings

In any correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting has been chosen to be web cast:-

"Please note that Council meetings may be filmed for live or subsequent broadcast via the Authority's Internet site. If you do not wish the hearing of your application to be filmed, please contact the Senior Democratic Services Officer to discuss their concerns. The Council will not film speakers if they do not wish to appear in the webcast"

Conduct of Meetings

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the Chairman may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Chairman making the following statement:-

"I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

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EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

- Date:** Monday, 13 March 2017 **Time:** 7.30 - 9.10 pm
- Place:** Council Chamber, Civic
Offices, High Street, Epping
- Members Present:**
- Representing Epping Forest District Council:**
Councillors J Lea (Chairman), J H Whitehouse and M Sartin
- Other Councillors:**
Councillors S Kane and J Philip
- Representing Essex County Council:**
County Councillors V Metcalfe and C C Pond
- Representing Local Councils:**
S Jackman (North Weald Bassett Parish Council), C Feetham (Ongar Town Council), N Wilkinson (Roydon Parish Council), J Eldridge (Epping Upland Parish Council), K O'Brien (Buckhurst Hill Parish Council), E Walsh (Loughton Town Council), J Bowerman (Matching Parish Council), D Hardy (Lambourne Parish Council), C P Pond (Loughton Town Council), J Share-Bernia (Buckhurst Hill Parish Council), M Drewe (Lambourne Parish Council), V Evans (Epping Upland Parish Council) and M Dadd (Ongar Town Council)
- Apologies:**
- Epping Forest District Council –**
Councillors B Rolfe, E Webster and A Boyce
- Essex County Council –**
Councillors Knapman and J Whitehouse
- Parish/Town Councils: -**
A Jones (Moreton, Bobbingworth & The Lavers Parish Council), R Northwood (Sheering Parish Council), K Richmond (Waltham Abbey Town Council), Farr (Fyfield), R Morgan (Sheering Parish Council) and R Morgan (Matching Parish Council)
- Officers Present:** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), D Coleman (Planning Policy Manager), K Durrani (Assistant Director (Technical Services)), R Perrin (Democratic Services Officer) and S Tautz (Democratic Services Manager)
- By Invitation:** Richard Walker (NEPP Group Manager) and Michael Adamson (NEPP Area Manager)
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19. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

20. MINUTES OF PREVIOUS MEETING**RESOLVED:**

That the minutes of the meeting of the committee held on 14 November 2016 be taken as read and signed by the Chairman as a correct record subject to Councillor D Wixley attending as a Loughton Town Council representative and not a District Council Member.

21. NORTH ESSEX PARKING PARTNERSHIP (NEPP) - ON-STREET PARKING ENFORCEMENT

The NEPP Group Manager, Richard Walker and NEPP Area Manager, Michael Adamson attended to give a short presentation regarding the history of on-street parking enforcement throughout the county and the changing focus intended for the parking partnership for 2018 to 2022. This included the future financial modelling and included Traffic Regulation Order (TRO) functions, links with Highway Panels, common working between partnerships, operational, innovation and diversification/investment opportunities for on-street parking in the district.

County Councillor V Metcalfe advised that she had concerns about only £1 million being spent over the 5 year period and that the 6 schemes a year for EFDC was inadequate for the size of the district. Furthermore, she was unsure on whether the restraints were down to resources or money and asked whether it's was possible to fund highway schemes in other ways such as match funding. She also expressed an interested in how the links between NEPP and the Local Highways Panels (LHP) would improve and delivery of schemes would increase. The NEPP Group Manager advised that when he referred to the £1 million, it was in relation to the yearly operational costs for the enforcement service. He advised that there had been no TRO's made by ECC at all between 2002 to 2011 with the exception of high priority safety schemes, which had impacted the district. He explained that a TRO took around 18 months to 2 years complete due to the required consultation, committee approval and legal consultation that had to take place, even when streamlined. There had been improvements such as an outward facing data base that provided information to the public about what schemes were current and opportunities to work in partnership with the EFDC. He advised that NEPP were looking to implement locally required schemes within the District as a matter of priority.

Councillor J H Whitehouse asked about the requirement of signage within a parking restricted area and whether NEPP would look to increase the amount of signs. The NEPP Group Manager advised Central Government had requested that signage be reduced within parking zones and restricted areas. He stated that the controlled parking zones had replaced all the yellow time plate signs and the residents parking zones had taken away the need for other signage, although NEPP had put in some repeated signage through certain areas in the district.

County Councillor C C Pond asked NEPP to comment on the eight underground TfL stations that were situated in the District and attracted commuter because of the financial savings. The NEPP Group Manager advised that a joint committee had been set up to consider area wide issues that surrounded hot spots such as railway stations, underground stations, hospitals, schools and colleges. The joint committees would

consider the types of schemes that could benefit these areas and he advised that Epping had been suggested as a trial area.

Councillor J H Whitehouse asked how local ward councillors were contacted about informal consultations for residents parking schemes. The NEPP Group Manager advised that both the County Council Ward Member and District Council Member should have been consulted at every stage. He advised that the new process for an application, requested that majority consent from residents within the street be required along with the ward member before the application proceeded. Councillor J H Whitehouse welcomed the new process but asked that District Councillors be included in at the informal letter stage, so that when they were approached by residents they had some knowledge of the schemes.

County Councillor V Metcalfe commented that the enforcement had dramatically fallen within the EFDC and residents had reported to her about vehicles parking all day on double yellows lines. The NEPP Group Manager advised that the enforcement teams worked on a rolling shift basis, which he could monitor and pin point where officers had been patrolling and enforcement had taken place. However, the enforcement policies had been tightened up to ensure better enforcement which had resulted in neither the income decreasing nor the amount of PCN increasing. The NEPP officers were based in Harlow and transported to the Epping tube station to be dispersed along the Central line, ensuring officers were in Buckhurst Hill and Loughton areas everyday and he asked that if Councillors had any particular areas of concern, to raise them directly with him so that officers could be deployed. He explained that the areas patrolled were dependent on the restrictions in place and details could be provided on the amount of observations and PCN issued within areas of concern. There were currently 14 officers that worked between the Harlow and Epping authorities, over 7 days a week between 7 a.m. and 7 p.m. and occasionally until 10 p.m. The shift pattern was currently being changed to include more late night enforcement and on Sundays. He advised that there were four mobile patrol vehicles for both Harlow and Epping and the Park Safe vehicle was shared across 5 of the 6 districts in NEPP, which resulted in a six week allocation, shared between Harlow and Epping, although if a particular school required the vehicle it could be deployed. The NEPP Group Manager advised that Councillors were welcomed to shadow an officer.

County Councillor V Metcalfe asked how NEPP were looking to improve relationships with the LHP's. The NEPP Group Manager advised that all the LHP's worked very differently across the authorities, although this was changing with all LHP being more involved in decisions.

Councillor J Lea asked whether they considered if EFDC had their fair share of patrolling and what was happening about persistent offenders who obstructed the highways and pavements. The NEPP Group Manager advised that obstruction without lines on the highway was a Police matter, although NEPP were trying to get the offense decriminalised so that they could enforce. Obstructions on yellow lines were enforceable with a PCN and multiple offenders could now have their vehicle removed. There was also a national move towards trying to prohibit vehicles parking and blocking pavements.

The Chairman thanked the officers for attending and advised that any questions could be forwarded to officers at parking@colchester.gov.uk .

22. EPPING FOREST DISTRICT LOCAL PLAN

The Planning Policy Manager, David Coleman gave an update on the Local Plan and Neighbourhood planning in the District, which included the Council's approach and latest legislation. He advised that a report on the draft Local Plan had been considered at the Cabinet Committee on 9 March 2017, which had provided the initial analysis and

consultation responses to date. The feedback was only from responses to the questionnaires received which gave a flavour of the feedback and analysis was still ongoing. Officers were still going through the more detailed responses, emails and letters that had been received, which had been time consuming although officers were looking to put all of these on the council website once the analysis was completed. A full consultation statement and a more detailed report would be reported back to the Cabinet in due course.

Furthermore, the Planning Policy Manager advised that key changes in the Neighbourhoods Planning Regulations 2016, that were relevant to EFDC stated that the LPA could no longer amend Neighbourhood Areas where it covered a whole parish; a number of time limits were now in place following receipt of the Examiner's Report and the Secretary of State intervention could be requested by the NP group in specific circumstances. Details of the Housing White Paper would be reported to the Neighbourhoods Select Committee on Tuesday 21 March 2017 and further information and enquiries could be directed to the Planning Policy Manager.

Councillor J Lea raised concerns about the Local Plan and housing requirements for the district, when the current infrastructure and services could not support the current housing. The Planning Policy Manager advised that new development required adequate infrastructure to be demonstrated and through the Local Plan the council would work with the service providers on the capacity requirements and note the local residents concerns. He advised that ultimately the local plan would include policies to require that adequate provisions were provided to support the planning application, although the council could not rectify the historical problems, as this was down to the service provider.

The Portfolio Holder for Planning Policy, Councillor J Philip advised that the key to the Local Plan was infrastructure put in place to support it and the council would do what they could to provide the best for the district.

23. ESSEX COUNTY COUNCIL - HIGHWAY RANGERS

The Chairman advised that County Councillor E Johnson was unable to attend the meeting and enquired whether the Committee would like someone to attend to explain the Highways Rangers role.

Councillor J H Whitehouse advised that it would be useful for information to be provided on how to access the Highway Rangers and that in the mean time information could be put into the Members Bulletin.

Councillor S Jackman advised that this matter had been raised at the Epping Forest Branch meeting because some Parish/Town Councils were unaware who the High Rangers were and how to contact them.

RESOLVED:

That the Essex County Council Cabinet Member for Highways and Transport or his deputy be asked to attend the next meeting to explain the role of Highway Rangers.

24. LOCAL AIR QUALITY

County Councillor C C Pond advised that the report raised concerns about the impact of poor air quality in the district. He advised that it would be of great value to invite Jeremy Dagley from the City of London Corporation along with the newly appointed Environmental Health Officer to discuss the issues of air quality and the impacts on the Epping Forest. He also asked that Local Councils consider the various steps that

Loughton Town Council had agreed to do to reduce the impact of air pollution which had been set out in the report attached.

The Director of Neighbourhoods, D Macnab advised that the Council would considered some of the practical measures that Loughton Town Council had implemented, of which some were already in place at the District Council. Furthermore, he welcomed inviting Jeremy Dagley, as he had already been heavily involved in District's draft Local Plan working group and was central to air quality in the memorandum of understanding in the 4 SHMA areas. This item would also benefit from the transport modelling work that the ECC were procuring and the effects of traffic on the forest.

RESOLVED:

- (1) That the Committee invites Jeremy Dagley and the District Council's Environmental Health Officer to attend the next meeting of the Committee; and
- (2) That Local Councils discuss this matter with their own Parish/Town for the next meeting.

25. FLY-TIPPING

The Director of Neighbourhoods advised that the increase in flying tipping around the District was being monitored closely, especially with regards to the Essex County Council's (ECC) decision for the civic amenities site in the district to no longer accept DIY waste. He advised that it was too early at the moment to understand the impact of this decision although he should be able to report back to the committee at the next meeting. He would ask the Environment and Neighbourhoods Manager to attend the next meeting.

Councillor C C Pond advised that ECC, Places Services and Economic Growth Scrutiny Committee would be considering their decision regarding 'Tackling the illegal disposal of waste at Recycling Centres for Household Waste (RCHW)' on 23 March 2017. He asked that if any town and parish councils had examples of fly tipping in their areas or comments that related to this decision, they should be sent to ECC directly to be considered at this meeting.

RESOLVED:

- (1) That Fly Tipping would be placed on the agenda for the next meeting;
- (2) That the Environment and Neighbourhoods Manager be invited to the next meeting on 11 September 2017; and
- (3) That if any parish or town councils have any comments about the ECC decision on Epping Forest District's RCHW to contact ECC before 23 March 2017.

26. ANY OTHER BUSINESS

There was no other business for consideration.

27. DATES OF FUTURE MEETINGS

The dates of the future meetings were noted.

CHAIRMAN

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North Essex Parking Partnership

Richard Walker, NEPP Group Manager
Michael Adamson, NEPP Area Manager
Frances Britton, NEPP Area Manager

Introduction



History of decriminalised parking in Essex

The North Essex Parking Partnership (NEPP)

Strategic Overview & Governance

Future through to 2022

History



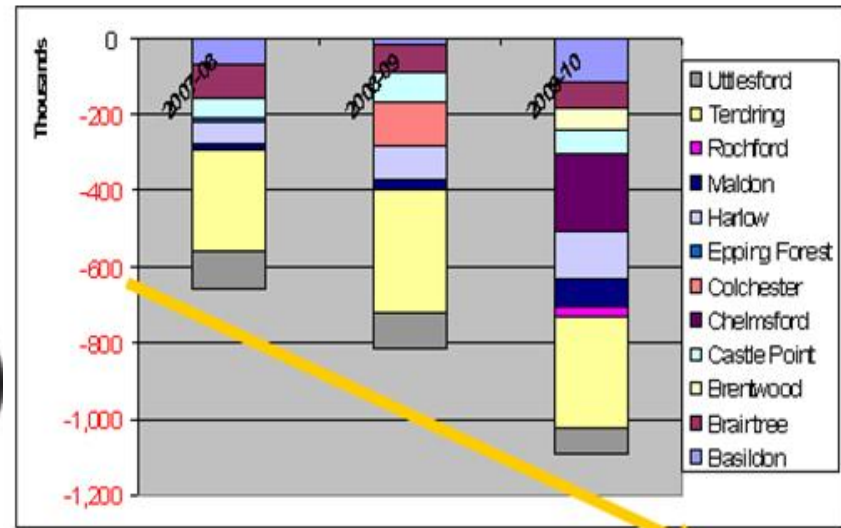
- Essex decriminalised its parking functions between 2002-4
- Essex County Council (ECC) policy-makers
- 12 Agencies in Districts and Boroughs to run parking enforcement
- 4 area offices and other agencies/contractors
- A growing deficit had reached £900,000 countywide by 10/11
- In 2009 ECC issued notice to District & Boroughs to cancel agencies

Before NEPP ...

From 2002 until March 2011 on-street parking management and enforcement was delivered separately by the 12 borough, city and district councils through ECC agency arrangements

Cost: £900k p.a.
£523k of this was in the North

12



2010 Changes set up NEPP & SEPP



- Deficit no longer be supported by ECC
- ECC gave notice to districts for arrangements to end 31/03/2011
- A project group was established
 - Borough, city and districts involved at both member and officer level
 - facilitated by independent consultants to look at the options available for delivery of the function

NEPP Business Plan



All parking matters brought into one place – single business case

Signage and restriction backlog improvement – budget agreed

Maintenance of signs and lines passed to Partnerships

Sign up to off-street services is optional

The NEPP Arrangements:

- Maintain income from PCNs (*not predicated on issuing more*)
- Provide improved enforcement and better follow-up of PCNs
- Make efficiencies in operation to eliminate deficit
- Make savings from reduced management, overheads and accommodation.

Parking Partnership

....achievements

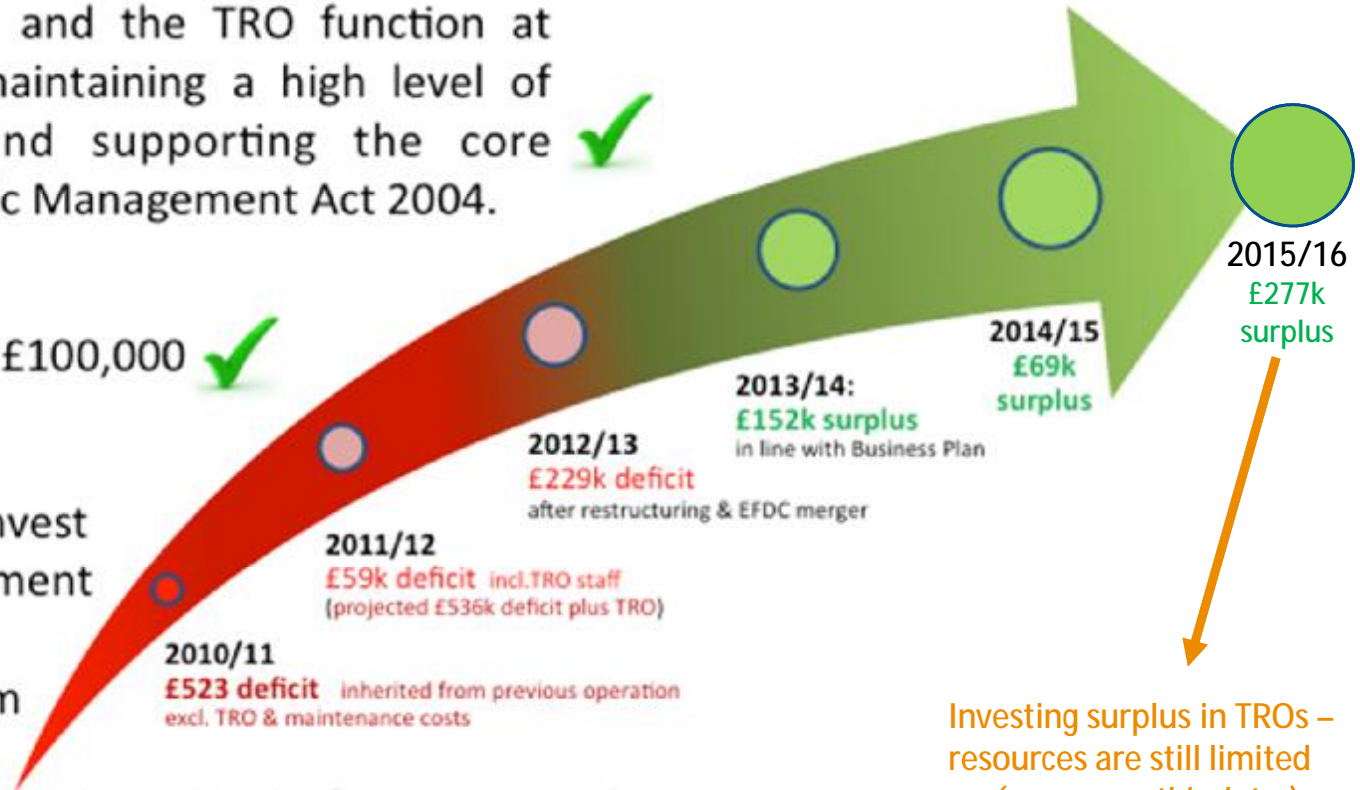


- Efficiencies made by authorities working together
- Lead Authority and Joint Committee
- Improvements:
 - “back office” efficiency
 - resilience for service
 - clarity of policy
 - consistency of approach
- **Single point of delivery** for **new schemes, maintenance** and **enforcement**

- Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit, while maintaining a high level of service provision and supporting the core principles of the Traffic Management Act 2004. ✓

- Maintain a reserve of £100,000 ✓

- Provide a surplus to invest back into the enforcement and TRO function and maintain the long term business plan. ✓



Investing surplus in TROs – resources are still limited (...more on this, later)

Achieved in the first 4 years with

- Better case/debt management
- Smarter patrol coverage
- Structured fees
- Harmonised cost and policy across areas

Governance



JOINT COMMITTEE supporting the Operation

On-Street and Off-Street arrangements are separate

– Membership:

- One member from each borough/city/district
- County member representation

– Officers:

- Managers report to Joint Committee
- Lead authority employer



NB – member representation has to be an executive member to be able to vote

The Parking function covers two distinct elements:

Off- street parking *(car parks)*

This is the responsibility of borough, city and district authorities – in this case, Epping Forest DC

On-street parking

This is the responsibility of Essex County Council as Highway Authority

(this may also be known as Civil Parking Enforcement)

NEPP

JOINT COMMITTEE – On Street (roadside parking)



- Delegated highway function
- General Operational Policy
- One vote per member at Joint Parking Committee (JPC)
- JPC can decide on Parking Schemes
- Budget *expands or contracts to suit income*
- Income is to the ring-fenced fund
- Sets Fees & Charges (*resident permits etc.*)

Member authorities would take share of any deficit

Legislation Bookshelf

Restrictions

- **Road Traffic Regulation Act 1984**
- Traffic Regulation Orders (TROs) made under RTRA1984 (yellow lines, bays)
- The Essex Act 1987 (verges etc.)
- Bus Stop Clearway Circular & SI
- Decriminalised Parking SI
- Circular 1/95 (superseded)
- Dropped Kerb Enforcement Circular/SI
- ECC-NEPP Agreement
- NEPP TRO Policy
- Traffic Signs Manual (Ch3, Ch5)
- Traffic Signs Regulations & General Directions (TSRGD)
- The Traffic Signs (Amendment) (No. 2) Regulations and General Directions 2011 No. 3041
- Right to challenge parking policies Traffic Management Act 2004: Network Management Duty Guidance
- The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 (SI 1990/2489)



Enforcement

- **Traffic Management Act 2004**
- General Regulations, Representation & Appeal Regulations, Uniform Regulations, (made under TMA2004)
- The Civil Enforcement of Parking Contraventions Regulations (England) General (Use of Approved Devices Amendment) Regulations 2015
- The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015
- Statutory Guidance
- Operational Guidance
- ECC-NEPP Agreement
- NEPP Parking Enforcement Policy
- NEPP Parking Operational Protocol
- NEPP Parking Policies (Discretion, Cancellation, etc.)

TRO Function

- New/existing parking restrictions
- £210,000 p.a. to fund in future
- New schemes agreed against TRO policy
- Maintaining local influence on parking decisions
- Technical Function
e.g. Machine Maintenance



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Bringing together the parking operations for North Essex

New schemes



1. Torrington Drive
2. The Broadway
3. Torrington Gardens
4. Ladyfields, Loughton
5. Forest View Road
6. Connaught Avenue
7. Connaught Hill, Loughton
8. High Beech Road, Loughton
9. Ladyfields Close, Loughton
10. Borders Lane, Loughton
11. Lushes Road, Loughton
12. Oakwood Hill, Loughton
13. Forest View Road, Loughton
14. Centre Avenue
15. Centre Green
16. Bower Vale
17. Ashlyns Road
18. St Johns Road
19. Chapel Road
20. Staples Road, Loughton
21. Queens Road, Loughton
22. Pump Hill, Loughton
23. Forest Way, Loughton

£150k p.a. ECC funding received 2011 to 2016 for maintenance of signs and lines and new TROs, plus one-off £250k backlog fund

By 2016:

- Total £1m funds over 5 years approved and allocated by Joint Committee Members
- 432 sign and line maintenance schemes completed
- 163 new TROs completed
- 2 major scheme reviews completed
- 46 Schemes in current programme
- 154 further requests pending

Enforcement

- 3 Areas in NEPP – all *very* rural
- Operationally split into beats and shifts
- Some repetition of duties
- All information via Handheld Computers *increasingly digital via MiPermit*
- Yellow lines, resident zones, parking bays, public car parks

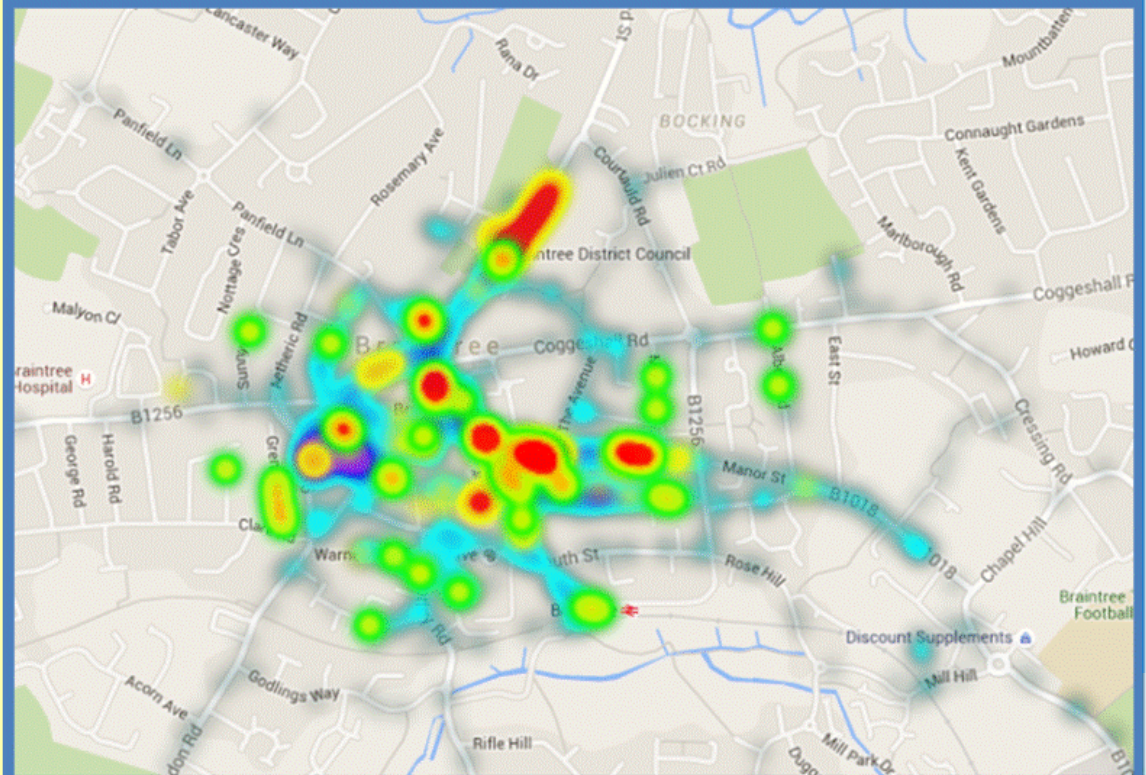


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Bringing together the parking operations for North Essex

Business Unit

- National Guidance; Operational Policy
- Single Back Office administrators:
 - 60,000+ PCN
 - 5,100 resident permits
 - 90,000 visitor permits p.a.
 - 4 Joint Committee Meetings p.a.



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Bringing together the parking operations for North Essex

Changing Focus: 2018 to 2022

- Future Financial model *including* TRO function
- Links with related areas (e.g. Highways Panels) & Communication
- Common working between partnerships Website, TRO Database
- Operational innovation
- Diversification/investment opportunities



Our Challenges:



- Innovation
- Communication
- Efficiency
- Education

Innovation



MIPERMIT

We might be able to:

- Replace limited waiting with bay sensors
- Other uses for the ParkSafe car
- Use ParkSafe cars to carry out surveys
- Aggregate data, things we collect in any event, to help TRO production
- Technology is fast-moving

Communication



We need to look at:

- Internal – throughout the group
- External – with LHP; with county councillors; districts; town and parishes
- Routes in: How do people contact us?
- Information flow across boundaries

Efficiency



Opportunities for:

- different ways of enforcing limited waiting
- more ParkSafe cars
- looking to remove duplication and inefficiency, and
- modernising processes
- Make technical service a full part of NEPP
- More pay & display (and converting this to wave & pay)
- Find the required £210k p.a. for TRO function from re-organisation

Education



We might be able to:

- Make better use of the website
- Cut down on what people ask
- we have started work on updating the website...
- we have asked Chipside to develop the TRO module
- Blog & Twitter social media feeds
- How can we develop better links to LHP & local councillors?



@nepp_parking



www.parkingpartnership.org

Bringing together the parking operations for North Essex



Contact



@nepp_parking

www.parkingpartnership.org/north

parking@colchester.gov.uk

Tel. 01206 282316

parking.west@colchester.gov.uk

techteam@colchester.gov.uk

richard.walker@colchester.gov.uk

Tel. 01206 282708



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Bringing together the parking operations for North Essex

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Local Council's Liaison Committee Local Plan update & Neighbourhood Planning

13 March 2017

David Coleman

Planning Policy Manager



- Local Plan update
- Neighbourhood Planning
 - Legislation update
 - EFDC approach

Draft Local Plan

- Consultation on Draft Local Plan
 - 31 October – 12 December 2016
- Over 3,000 responses, over half online
- Report to Cabinet 9 March setting out initial analysis (based on q'airre responses only)

How we consulted

- Dedicated website
- Social media / video
- Information leaflet distributed to all addresses within District
- Email mailings to local residents and stakeholders
- Media briefing on the Draft Local Plan with associated briefing pack and press release
- Meetings with Town and Parish Councils, and briefings with land-owners and promoters
- Meeting with the Youth Council



How we consulted

Public Exhibitions and Static Exhibitions

Exhibition Venue	Attendees (approx.)	Date
North Weald Village Hall	259	5 November 2016
Lopping Hall, Loughton	207	7 November 2016
Chigwell Hall, High Road	107	8 November 2016
Budworth Hall, Ongar	258	9 November 2016
Epping Hall	277	11 November 2016
Waltham Abbey Town Hall	125	14 November 2016



Consultation Analysis

Questionnaire – top concerns

- Traffic and congestion and parking
- Concerns about impact on healthcare and schools
- Provision of policing and emergency services infrastructure
- Concerns raised around potential redevelopment of publicly owned sites
- Objecting to the loss of community assets / leisure / cultural facilities – Ongar Leisure Centre, Epping Sports Club

Consultation Analysis Town/Parish Councils

- Support for the overall vision and objectives of the Plan;
- Key issues: The ability of infrastructure to cope with the development proposed inc. traffic, schools, health
- The scale and distribution of growth, in particular Loughton, North Weald Bassett and Theydon Bois
- The proposed alterations to the Green Belt boundary
- Support for additional affordable housing
- Loss of character and local identity

Consultation Analysis

National Bodies

- Natural England (NE) advised that further detail required on impact on SSSIs, and continued work to implement the Epping Forest MoU
- Environment Agency – questioned whether further Stage 2 FRA required
- Sport England – more robust / up to date evidence base required
- Highways England - generally supportive
- CPRE and London Green Belt Alliance – consider that Green Belt allocations not aligned with National policy.
- Home Builders Federation – Concern around OAN

Consultation Analysis SHMA Authorities

- East Herts District Council – Generally in support
- Uttlesford District Council – Generally in support, but raise concern on OAN and 2014 population projections
- Harlow District Council – general objection to strategic allocations to south and west of Harlow and affordable housing provision
- Essex County Council – Agreement with policies and allocations, and support continued Duty to Cooperate practices, including the development of the Infrastructure Delivery Plan. Some amends to DM policies and suggestion for inclusion of policy on healthy communities

Consultation Analysis

Site Promoters

- Around 190 responses from promoters, agents, landowners and developers
- Supportive of Vision and objectives, and recognise need for Green Belt Release
- Concerns regarding OAN and five year housing land supply
- Concern from some that Plan relies too heavily on Harlow Strategic Sites given deliverability issues
- Whether proposed distribution of housing across district is sufficiently proportionate
- Site Selection findings for their site

Consultation Analysis

Strategic Sites around Harlow

- Responses received from promoters of the four sites in this District
- Support Council's approach to 'Front-load' the planning process and Developer Forum
- Concerns regarding land ownership and cross-boundary issues affecting delivery
- Promoters of East Harlow site registered a holding objection to potential relocation of Princess Alexandra Hospital
- Question as to what extent the Strategic Sites will be expected to meet Harlow's OAN.

Draft Local Plan Evidence Update

- **Employment Review**
 - Update evidence on supply of employment sites (including glasshouses), prior to further Site Selection
 - Integration with wider needs across FEMA
- **Site Selection**
 - Assessment of new/amended sites; some site have been withdrawn
 - Commencing in April
 - Revised methodology to be published

Draft Local Plan Evidence Update

- **Transport Modelling**
 - Harlow Strategic modelling continues
 - EFDC modelling currently being updated
 - Updated spreadsheet model
 - New VISSIM model for Epping Forest SAC
- **Open Space/Indoor Sports/Playing Pitch Strategy**
 - Commissioned to be complete later in 2017
- **Gypsy & Traveller Accommodation Assessment**
 - Awaiting Draft Report from Essex-wide GTAA

Draft Local Plan Evidence Update

- Infrastructure Delivery Plan
 - Further work required to define infrastructure requirements associated with sites proposed for allocation
 - IDP will inform Viability Study (consultants appointed), and final Local Plan requirements for infrastructure and affordable housing
 - Will need to consider whether CIL will be implemented

Draft Local Plan

Duty to Co-operate

- Garden Town funding received
- Memoranda of Understanding:
 - Distribution of OAN
 - Highways Transport Infrastructure
 - Managing the impacts of growth within the SHMA on EF SAC
 - Potential Distribution of Employment Land across the FEMA

Draft Local Plan Timetable

- Revised timetable agreed by Cabinet 9 March

Stage	Timetable
Pre-Submission publication & representations on soundness (Reg 19)	January/February 2018
Submission to Planning Inspectorate for Examination (Reg 22)	May 2018
Examination in Public (Reg 24)	Autumn 2018 (subject to PINS timetabling)
Expected Adoption and Publication (Reg 26)	Autumn 2019

Neighbourhood Planning Legislation update

- Neighbourhood Planning Regulations 2016 (brought into effect 1 October 2016)
- Key changes (relevant to EFDC)
 - LPAs can no longer amend applications for Neighbourhood Areas where this covers a whole parish
 - A number of time limits now apply to the process following receipt of the Examiner's Report
 - Secretary of State intervention may be requested by the NP group in specific circumstances
- Neighbourhood Planning Bill currently being considered in the House of Lords
 - Intended to strengthen NP process and introduce mechanisms for modification and review

Neighbourhood Planning Legislation update

Housing White Paper (report to Nei. Select Ctte – 21 March 2017)

- Largely repeats changes set out in the Neighbourhood Planning Bill
- Changes are intended to:
 - Give full weight to NPs as early in the process as possible
 - Introduce a streamlined procedure for modifying NPs and their areas
 - Require local planning authorities to set out how they will help NP groups and involve communities in the wider plan-making activity
 - Make clear the position around housing land supply and whether a NP can continue to be considered “not out-of-date”

Neighbourhood Planning EFDC Approach

- 9 designated Neighbourhood Planning areas within the District
- Financial support available from CLG grants – accessed via www.mycommunity.org.uk
- Information on website currently under review
- Enquiries in the first instance to
 - David Coleman, Planning Policy Manager
 - dcoleman@eppingforestdc.gov.uk / 01992 564610

Neighbourhood Planning EFDC support available

- Setting up a neighbourhood planning web page on the EFDC website, providing updates on the progress of designated neighbourhood planning areas and the production of any subsequent draft plans or orders;
- Signposting to useful information/ sources of funding provided by other organisations;
- Sharing information on planning issues; including information and published evidence relating to the Council's emerging District-wide Local Plan;
- Providing advice on key assessments such as the Strategic Environmental Assessment (SEA) and other supporting evidence;

Neighbourhood Planning EFDC Approach

- Advising on national and local plan policies which any Neighbourhood Plan or Neighbourhood Development Order produced would need to have regard to; and
- Working with parish / town Councils through the process, for providing advice in the drafting of a project plan in understanding the milestones and work involved. The Planning Advisory Service has developed a template which could be used.

QUESTIONS?

Report to LCLC

Date of meeting: 11 September 2017



**Epping Forest
District Council**

Subject: Corporate Plan 2018-2023

Officer contact for further information: David Bailey, Head of Transformation (01992 564105)

Democratic Services: Vivienne Messenger, Democratic Services Officer (01992 564265)

Recommendations/Decisions Required:

- (1) That the Committee considers and provides comment on the Council's proposed new Corporate Plan for 2018-2023;
- (2) That the Committee considers and provides comment on the proposed Benefits and Performance Measures for 2018-2023; and
- (3) That the Committee considers and provides comment on the proposed Corporate Specification for the first year of the plan, 2018-2019.

Executive Summary:

The Corporate Plan 2015-2020 is the authority's current key strategic planning document. This Plan was based around the Council's medium term priorities for that period. The Plan has been reviewed and updated with the input of Officers and Cabinet Members.

This new Corporate Plan will run from 2018 to 2023, and seeks to lay out the journey the Council will take to transform the organisation to be 'Ready for the Future'. This plan seeks to link the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions.

The success of the new Corporate Plan will be assessed through the achievement of a set of benefits, focussed on what the Council achieves for customers. These benefits in turn are evidenced through a set of performance measures.

A Corporate Specification for each year (previously called the Key Action Plan) details how the Corporate Plan is being delivered through operational objectives, with these in turn linked to annual Directorate and Service business plans.

Report:

1. The Corporate Plan is the Council's highest level strategic document. It sets the strategic direction of the organisation for the lifetime of the plan, and as such informs all other plans produced by the Council. The Corporate Plan does not cover everything that the organisation does in detail, but it does provide a framework to demonstrate how the work of the Council at a strategic level fits together. It also provides a focus to establish a set of corporate priorities, describing how the organisation will deliver positive change. The Corporate Plan does not contain specific information on the wide range of services that the Council provides, or how it delivers statutory duties or enforces legislation.

2. The Corporate Plan is the cornerstone of the Council's performance management framework (called its Benefits Management Strategy) and business planning processes. It

provides a framework for the development of detailed annual directorate and service business plans which provide details of service provision and how the work of these groups directly contributes to the achievement of the Council's aims and objectives. Each individual member of staff should be able to see how their work contributes to the Corporate Plan through links to their appraisal. The Corporate Plan also provides the policy foundation for the Council's Medium Term Financial Strategy (MTFS) and is essential for the prioritisation of resources to provide public services and value for money.

3. The Corporate Plan 2015-2020 is the authority's current key strategic planning document. This Plan was based around the Council's medium term priorities for that period. Now in its third year, the plan has been reviewed and updated with the input of Officers and Cabinet Members.

4. This new Corporate Plan will run from financial year 2018/19 to 2022/23, and seeks to lay out the journey the Council will take to transform the organisation to be 'Ready for the Future'. This plan seeks to link the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions.

5. The new Corporate Plan aspires to be written in language and presented in a style that can be readily understood by our customers. Further it strives to 'put the customer at the heart of everything we do'. For the purposes of this Plan, 'customers' means people that:

- Live (residents);
- Work or do business;
- Learn (students);
- Visit (tourist economy) and
- Play (leisure activities) in the district.

6. The final Corporate Plan document will include many of the sections found in the organisation's previous Corporate Plans, including an overview of the district, our vision, purpose, values, and a set of corporate aims and objectives. The content presented in this report is by necessity more technical than it will be when presented in the final public documents. The most significant change to the plan is its focus on our customers and the measurement of success as the impact that the delivery of the plan has on them.

7. The corporate ambitions, aims and objectives are central elements of the new Corporate Plan and as such the new Plan has been developed around them in response to our external drivers and our vision, purpose and values. The new plan is a forward looking and organised document.

8. Our vision: A great place where people enjoy living, working, learning and leisure.

9. Our purpose: Working together to serve our community.

10. Our values: Trust, One Team, Performance, Innovation and Customer.

11. Like the existing Corporate Plan, to minimise the expenditure associated with its production, it will only be available as an electronic download via the Council's website.

Corporate Aims and Objectives

12. External drivers have been identified by Cabinet Members and the Council's Management Board and Leadership Team, for the organisation over the next five years. They have been refined and linked with a set of three interdependent corporate ambitions:

- Stronger Communities;
- Stronger Place; and
- Stronger Council.

13. Each ambition has a set of corporate aims, which are in turn detailed by one or more corporate objective, developed with the input of Cabinet Members and Officers. This work was undertaken via a series of workshops in March, April and May 2017. Further consultation on the draft Corporate Plan contained within the Appendices will be undertaken over the summer months and feedback invited from:

- Customers;
- Businesses;
- Partners;
- Staff and managers; and
- District Councillors, through Select Committees for Communities, Governance, Neighbourhoods and Resources, as well as the Overview and Scrutiny Committee.

14. The draft Corporate Plan – containing corporate ambitions, aims and objectives – is given on a single page in Appendix 1.

Corporate Specification 2018-2019

15. An annual Corporate Specification details how the Corporate Plan will be delivered through a set of operational objectives for that year. The Council has a number of Key Action Plans, so to avoid confusion the yearly action plan for the Corporate Plan will in future be referred to as the Corporate Specification. This name denotes that it specifies the operational objectives for a given year, which in turn are responded to through annual Directorate and Service business plans.

16. Corporate Specifications will continue to be set annually. Every year during the lifetime of the Corporate Plan, the Corporate Specification will be agreed by the Cabinet, with the scrutiny of the Select Committees. New operational objectives will reflect the progress already achieved against the Corporate Plan.

17. Appendix 2 to this report includes the draft Corporate Specification for 2018-19 within the left-most column, under 'Specification 2018-19'. The Corporate Plan aims, objectives and drivers are included in the two right-hand columns, under the heading 'Corporate Plan 2018-2023'.

Benefits Realisation

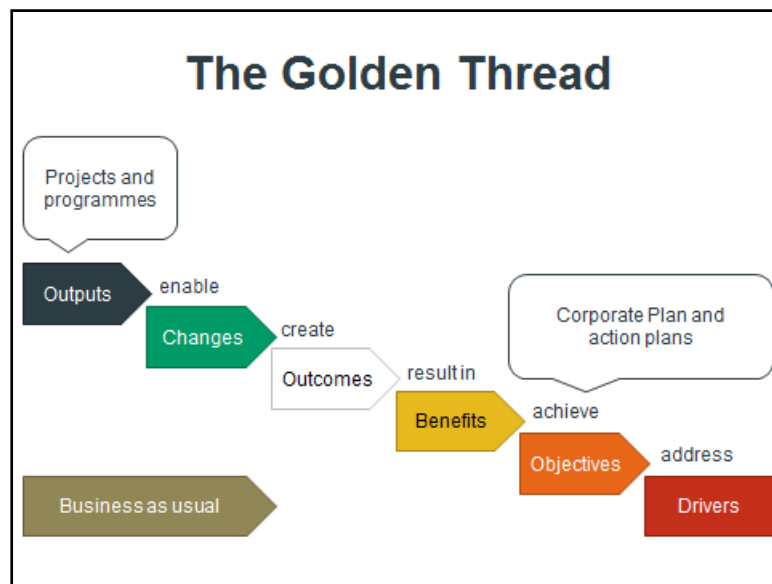
18. All benefits from individual corporate objectives, connect back to four key benefits, which are:

- B1 - Improved customer value – recognising what customers' value about our services and placing them as the heart of everything we do;
- B2 Increased efficiency – focussing on our speed of delivery and getting things right first time;
- B3 Increased agility – reducing red tape, simplifying how we work through joined up services; and
- B4 Increased savings and income – delivery of resource savings and income generation, to keep Council Tax low

19. In this context, a benefit is defined as: the measurable improvement resulting from an outcome perceived as an advantage by a stakeholder, which contributes towards one or more organisational objectives. All benefits must be defined in SMART terms – Specific, Measurable, Achievable, Relevant and Time-bound. It is possible that the Corporate Plan will have some negative impacts for some stakeholders as well as improvements. Where a negative effect of a change can be foreseen, then this is known as a dis-benefit.

20. The achievement of the new Corporate Plan will be monitored and assessed through the realisation of the set of interconnected benefits or benefits map, focussed on what the Council achieves for customers. The evidence that these benefits have been realised comes through the combination of a set of performance measures, replacing the current set of Key Performance Indicators (KPIs).

21. It is proposed that from 2018-2019 onwards, the delivery of the Corporate Specification will be monitored and reported alongside the information previously contained by the Transformation Programme Full Highlight Report and the key benefits and performance indicator set. It is envisaged that this will be presented as a benefits map, showing the interconnections between the delivery of projects, through benefits to the objectives and drivers from the Corporate Plan. A diagram showing the relationship between these elements is given below.



'The Golden Thread' linking project outputs through benefits to achieve objectives.

22. Appendix 2 contains the draft performance measures and benefits, in the middle three columns, headed 'Benefits realisation' (highlighted in purple). These 'benefits maps' show the linkages between the three interrelated parts:

- The Corporate Plan drivers, aims and objectives for 2018-2023 (right-hand side);
- The benefits realisation framework of measures and benefits (centre); and
- The Corporate Specification for 2018-19 (left-hand side).

23. Please note that when the benefits maps are created, best practice is to start from the right-hand side and work towards the left, i.e. start with the needs of our customers or the end in mind, and work back to the solutions on the left-hand side. When the organisation delivers services, it starts on the left-hand side and works over to the right, i.e. the delivery goes from left to right.

24. It should be noted that the content of the draft Corporate Plan attached, including the Corporate Specification and benefits maps, may be subject to change between consideration by Members and prior to publication, as a result of consultation.

25. The Committee is requested to consider and provide comment on the draft documents.

26. The Corporate Plan 2018-2023 document will be further considered by Cabinet in October 2017 before submission to Council for formal adoption in November 2017.

Our Corporate Plan 2018-2023

“Ready for the future”

Our Vision

A great place where people enjoy living, working, learning and leisure.

Our Purpose

Working together to serve our community.



Stronger communities

People live longer, healthier and independent lives	Adults and children are supported in times of need	People and communities achieve their full potential
Promoting healthy lifestyles	Safeguarding and supporting people in vulnerable situations	Enabling communities to support themselves
Promoting independence for older people and people with disabilities		Promoting culture and leisure
		Keeping the district safe



Stronger place

Delivering effective core services that people want	A district with planned development	An environment where new and existing businesses thrive
Keeping the district clean and green	Planning development priorities	Supporting business enterprise and attracting investment
Improving the district housing offer	Ensuring infrastructure supports growth	People develop skills to maximise their employment potential
		Promoting retail, tourism and the visitor economy



Stronger council

Customer satisfaction	Democratic engagement	A culture of innovation	Financial independence with low Council Tax
Engaging with the changing needs of our customers	Robust local democracy and governance	Enhancing skills and flexibility of our workforce	Efficient use of our financial resources, buildings and assets
		Improving performance through innovation and new technology	Working with commercial partners to add value for our customers

Our Values:

Trust

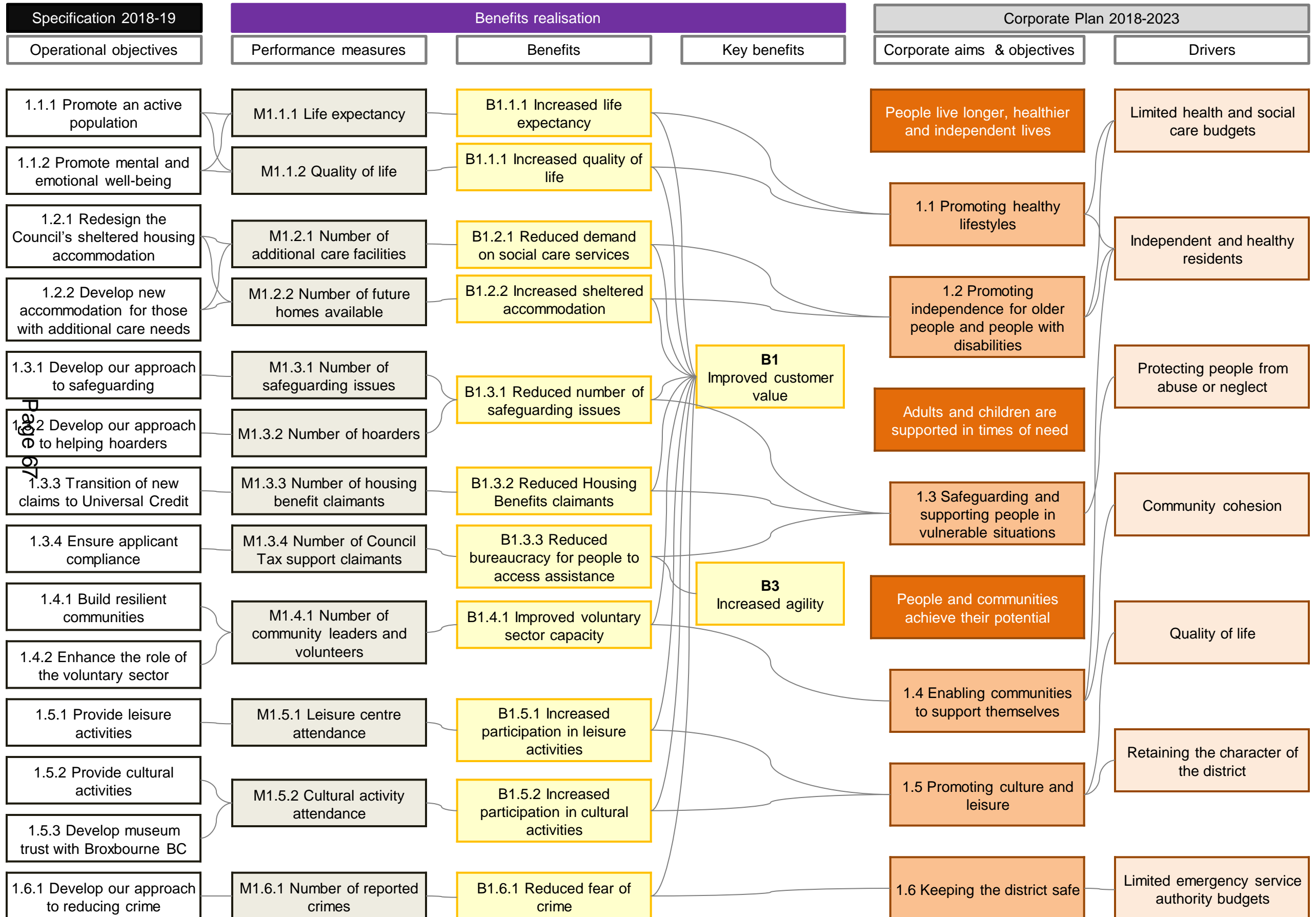
One Team

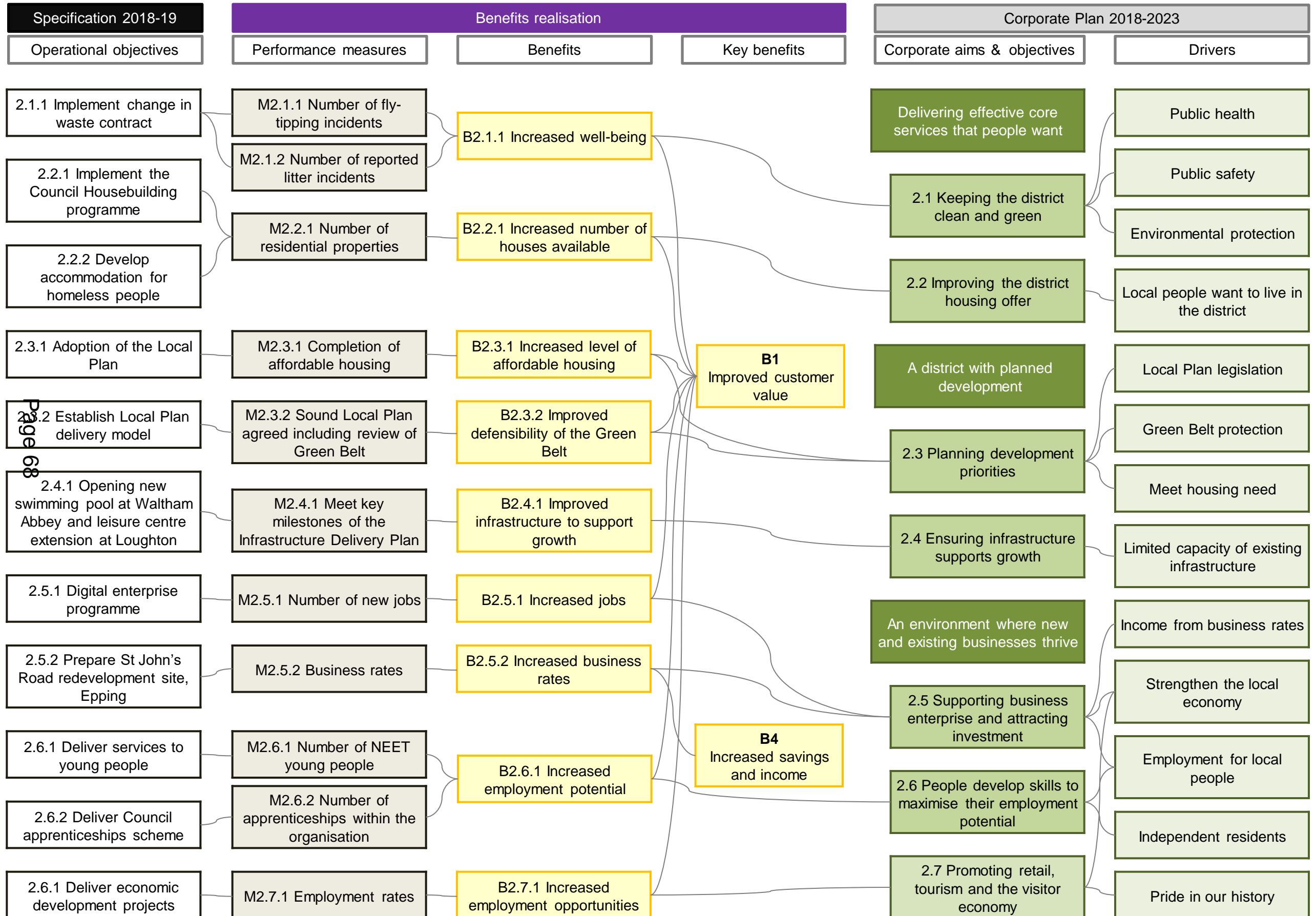
Performance

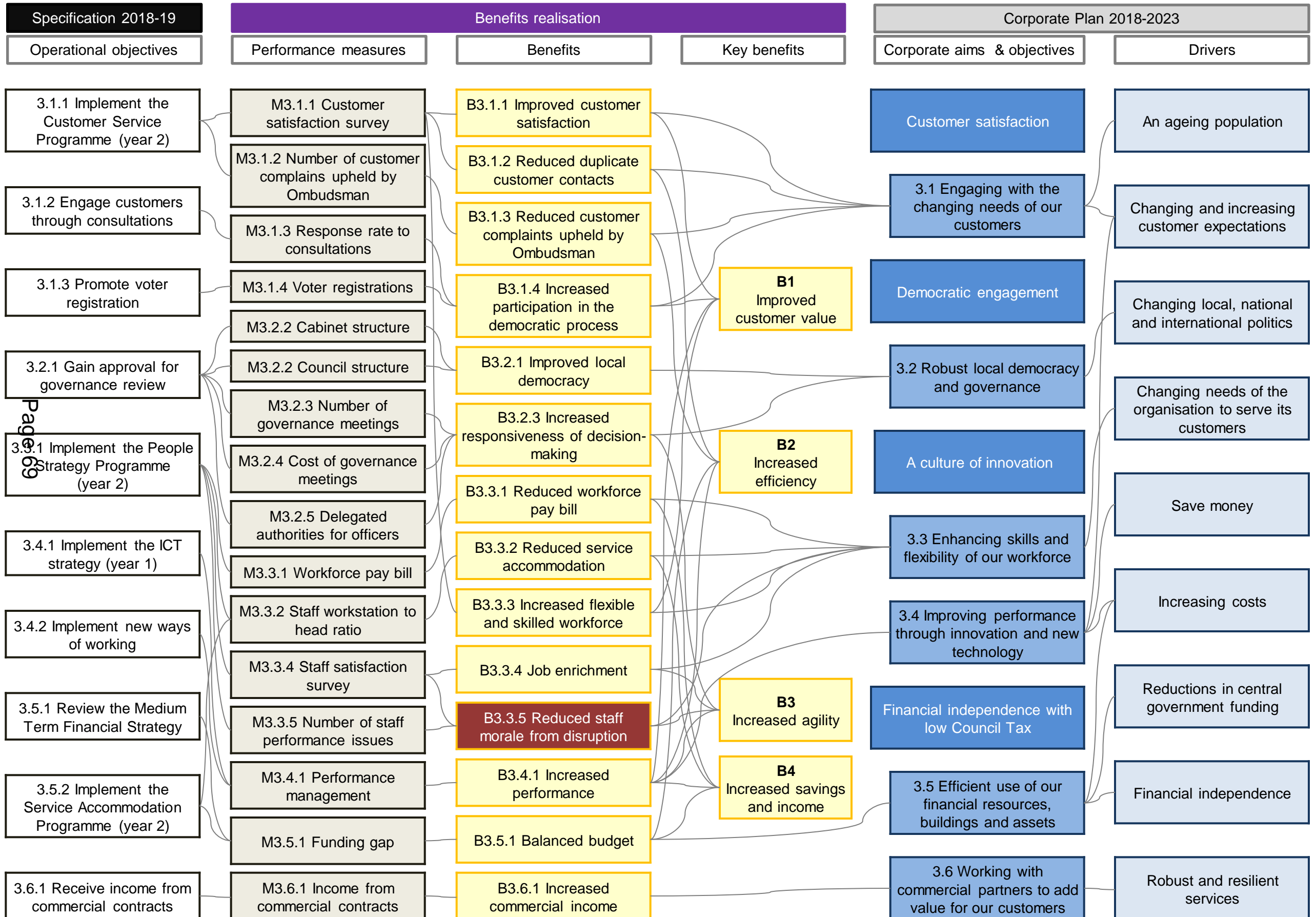
Innovation

Customer

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Local Members Briefing

Epping Forest DC

Tuesday 18 July 2017

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Agenda Item 9



Local Highways Panels

**Vicky Presland
Head of Design
Essex Highways**

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Role of a Local Highway Panel

To consider, prioritise and make recommendations on small highway improvement schemes

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Oversee Highway Rangers

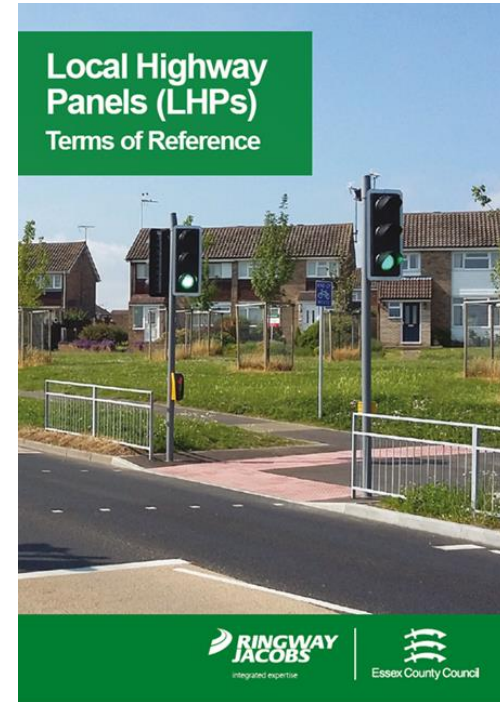
Monitor Section 106/Community Infrastructure Levy (CIL) on highway improvements



Terms of Reference

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The new Terms of Reference has introduced a number of changes



New: Members Guide

www.essexhighways.org/transport-and-roads/Highway-Schemes-and-Developments/local-highway-panels.aspx

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Rangers Service

A dedicated gang in each district to pick up small scale works.

8 Districts provide their own gang and Ringway
Jacobs provide the service in 4 Districts.

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Changes to Rangers

Avoid double handling of information – introduce more speed into process.

Page 77 Feed information on work undertaken directly into all Panels to provide visibility.

Clear advice and communication given on activities that can be undertaken.



Ranger activities

- Reinstatement of posts and bollards where no excavation is required
- Trimming of vegetation (not above head height)
- Ad hoc grass cutting and strimming of highway verges
- Repairs to light damage to roadside verges

- Removal of graffiti from road signs
- Removal of illegal signs and fly-posting

Both of the above activities only if no ladders or traffic management

- Painting of street furniture (posts, bollards and benches etc.)
- Removal of weeds
- Resetting isolated slabs – does not require excavation
- Cleaning isolated footway drainage channels
- Cleaning footway gully pots

How can I request work?

You can use a number of different channels:

- Page 79
- Email: local.highwaypanels@essexhighways.org
 - Contact the customer centre 0345 743 0430
 - Use the 'Tell Us' tool on the website - <http://www.essexhighways.org/transport-and-roads.aspx>



