



# North Essex Parking Partnership

## Joint Working Committee On-Street Parking

Committee Room 2, Civic Offices, High  
Street, Epping

**31 October 2013 at 12.00 pm**

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



# North Essex Parking Partnership

## Joint Committee Meeting – On-Street

Thursday 31 October 2013 at 12.00 pm

Committee Room 2, Committee Room 2, High Street, Epping

### Agenda

#### Attendees

##### Executive Members:-

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

##### Non Executive Members:-

Eddie Johnson (ECC)

##### Officers:-

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

|   | <b>Introduced by</b>                           | <b>Page</b>  |
|---|--|--------------|
| <b>1. Welcome &amp; Introductions</b>   |  |              |
| <b>2. Apologies</b><br>Councillor Rodney Bass (Essex County Council)  |  |              |
| <b>3. Declarations of Interest</b><br>The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.  |  |              |
| <b>4. Have Your Say</b><br>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.   |  |              |
| <b>5. To approve the draft minutes:</b><br>On-Street Parking Joint Committee – 8 August 2013  |  | <b>1-5</b>   |
| <b>6. NEPP On-Street Financial Position at Period 6 2013/14</b><br>To consider and note the financial position for the NEPP.  | <b>Matthew Young<br/>/ Samantha<br/>Sismey</b> | <b>6-13</b>  |
| <b>7. On Street Permits and Parking Report</b><br>To consider the range of permits available and the appropriate level of pricing for permits considering any local circumstances and to consider whether any free permits should continue. | <b>Richard Walker</b>                          | <b>14-20</b> |
| <b>8. Handling NEPP Media Enquiries</b><br>To consider the proposed approach to preparing NEPP media responses and responding to trend based NEPP media enquiries.  | <b>Sarah Ward</b>                              | <b>21-22</b> |
| <b>9. Operational Update</b><br>To consider and note the operational progress since the last meeting on 8 August 2013.  | <b>Lou Belgrove</b>                            | <b>23-26</b> |
| <b>10. Technical Team Update</b><br>To comment and note the update on the work of the Technical Team.   | <b>Trevor Degville</b>                         | <b>27-30</b> |
| <b>11. Annual Return 2012/13</b><br>To note the publication of the audited Annual Return 2012/13.   | <b>Steve Heath</b>                             | <b>31-38</b> |

- |  |                              |              |
|--|------------------------------|--------------|
| <b>12. Traffic Regulation Order Request</b><br>To consider a request from Harlow District Council for a Traffic Regulation Order in relation to Little Parndon Primary School. The report to the Local Highway Panel is attached for background information. | <b>Councillor<br/>Durcan</b> | <b>39-44</b> |
| <b>13. Forward Plan</b><br>To consider and note the 2013-14 Forward Plan.  | <b>Richard Clifford</b>      | <b>45-46</b> |
| <b>14. Urgent items</b><br>To announce any items not on the agenda which the Chairman has agreed to consider.  |                              |              |

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

8 August 2013 at 1.00pm  
Causeway House, Bocking End Braintree

## Executive Members Present:-

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

## Apologies: -

Councillor Rodney Bass (Essex County Council)  
Councillor Phil Waite (Harlow District Council)  
Councillor Eddie Johnson (Essex County Council)

## Also Present: -

Ms. Lou Belgrove (Parking Partnership)  
Mrs. Amanda Chidgey (Colchester Borough Council)  
Ms. Vicky Duff (Essex County Council)  
Mr. Robert Judd (Colchester Borough Council)  
Ms. Nikki Nepean (Tendring District Council)  
Mr. Paul Partridge (Braintree District Council)  
Mr. Jeremy Pine (Uttlesford District Council)  
Mr. Miroslav Sihelsky (Harlow District Council)  
Mr. Shane Taylor (Parking Partnership)  
Mr. Richard Walker (Parking Partnership)  
Ms. Sarah Ward (Colchester Borough Council)  
Ms. Leah Whitwell (Braintree / Colchester)  
Mr. Matthew Young (Colchester Borough Council)

## Apologies:-

Mr. Trevor Degville (Parking Partnership)  
Mr. Qasim Durrani (Epping Forest District Council)  
Mr. Joe McGill (Harlow District Council)  
Ms. Liz Saville (Essex County Council)  
Mr. Andrew Taylor (Uttlesford District Council)  
Mr. Ian Taylor (Tendring District Council)

## 13. Declarations of Interest

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

## 14. Minutes

*RESOLVED* that the Joint Committee confirmed the minutes of the meeting held on 20 June 2013 as a correct record, subject to the following amendments;

In attendance;

Councillor Robert Mitchell (Braintree District Officer) to read (Braintree District Council)  
Councillor Derrick Louis to read Councillor Rodney Bass

## **15. Operational Report**

Ms. Lou Belgrove (Parking Partnership) presented the Operational Report for On-Street Parking. The report provided an update on the operational issues since the last meeting and some further information requested at the June meeting. This included a graphical update on Bank Holiday enforcement in terms of the number of Penalty Charge Notices (PCN) issue rate of similar days of the week either side of the bank holidays.

Regarding challenges noted in paragraph 6 of the report, Mr. Walker (Parking Partnership) confirmed to Councillor Mitchell that the Partnership responds by post to web-based challenges. Approximately 68% of challenges are done online. Mr. Walker said that if the challenger elects to receive information by email, this can be the preferred method of communication through the process, for example attaching letters to emails. This method is suitable up to the point of the commencement of legal proceedings. It was agreed that those challenging by email should be instructed that future contact will be made by this method of communication. Mr. Walker confirmed to Councillor Turner that approximately 30% of challenges are upheld in favour of the challenger.

Mr. Walker said the new CCTV vehicle proposed start in September 2013 will be delayed due to a software issue and the need to operate the software on a separate server. Once this is resolved and a new start date is known, Mr. Walker agreed to provide all partners advance notice of the media coverage.

Ms. Belgrove said the letter backlog currently stood at 2,500. Ms. Belgrove said an agreed solution to reduce the backlog will commence on 20 August 2013 for one month, and will see ten CEOs working in the back office specifically on the backlog of letters. Mr. Walker said this will be a one-off opportunity to reduce the backlog, and he did not envisage that this work will have an impact on income levels. Ms. Belgrove said the caseload of officers generally averages between 20-30 letters per day, but can individually be as high as 40 letters per day. Mr. Walker said there had been performance issues which had now been resolved and performance management is shortly to be rolled out for CEOs.

*RESOLVED* that the Committee noted the Operational Report for On-Street Parking.

## **16. Traffic Regulation Orders (TRO) for Approval**

Councillor Turner said Tendring was very appreciative of the work the Parking Partnership had put into TRO implementation. Regarding parking enforcement, Councillor Turner said people in Frinton-on-Sea had become concerned with the methods of parking enforcement in respect of goods vehicles in and around Connaught Avenue, and that a more gentle approach was needed. Mr. Richard Walker agreed this could be reviewed and the Parking Partnership will discuss with the Client Officers at Tendring a positive way forward.

Mr. Shane Taylor, Parking Partnership, introduced the schedule of TRO schemes to be considered and as listed in the appendix of the report.

Councillor Mitchell said an awful lot of work had gone into the implementation of the TRO scheme for the Clacton-on Sea town centre. This had taken some time to complete but lessons had been learnt that would help to ensure similar future schemes will be dealt with more efficiently.

In response to Councillor Mitchell, Mr. S. Taylor said the backlog had to some extent built-up

due to the time given to the town centre scheme at Clacton-on-Sea, but now this was complete it will only take a few months to catch up with the back-log, before the Technical Team start to work on new schemes.

Councillor Turner thanked the Parking Partnership for the time and effort given to implementing the Clacton-on-Sea town centre scheme. Councillor Turner said Tendring would not be submitting any further schemes for approval at this meeting.

Councillor Mitchell said the NEPP needed to consider putting the TRO Schedule into a database, rather than run it in spreadsheet form. This would improve the layout and clunky format, would be easier to update and have records easily archived and searched. Mr. Walker said this was the intention and did form part of the Parking Partnership's forward plan. Chipside will be working on this development that is likely to take 6-8 months to complete.

Mr. Shane Taylor (Parking Partnership), in response to Councillor Barker, said the scoring matrix had been removed from the schedule to avoid comparison of the schemes scored against the old and new matrices.

Mr. Walker said the progress of the number of schemes implemented was determined by the budget for this work. The list could be reduced significantly if separate funding could be provided and the work outsourced to consultants. Councillor Turner said he was happy to discuss with his own client officer's opportunities to authorise some TRO schemes outside of the Parking Partnership. Ms. Nikki Nepean (Tendring) said she was happy to liaise with the Parking Partnership with a view to helping with the delivery of consultation letters.

*RESOLVED* that the Joint Committee approved the following schemes to proceed to the next stage of implementation.

| <u>District</u> | <u>Ref: Number</u> | <u>Name of Scheme</u>                  |
|-----------------|--------------------|--|
| Uttlesford      | 10029              | High Street                            |
| Uttlesford      | 10030              | Pleasland Road / Debden Road           |
| Uttlesford      | 10031              | Ashden Road                            |
| Braintree       | 20007              | The Grove                              |
| Braintree       | 20016              | Century Drive                          |
| Harlow          | 30010              | Hart Road                              |
| Harlow          | 30015              | Horn Beams                             |
| Harlow          | 30020              | Wedhey Garage Area                     |
| Harlow          | 30025              | Old Road                               |
| Colchester      | 40045              | Boxted Road                            |
| Colchester      | 40058              | New Farm Road, Stanway                 |
| Epping Forest   | 60002              | Willingale Road                        |
| Epping Forest   | 60004              | Honey Lane                             |
| Epping Forest   | 60013              | Bower Vale                             |
| Epping Forest   | 60042              | Harwater Drive / Sedley Rise, Loughton |

## **17. Traffic Regulation Orders (TRO) Policy**

Mr. Shane Taylor (Parking Partnership) introduced the report that requested the Committee to adopt a revised policy in respect of TROs.

In response to Mr. Paul Partridge (Braintree), Mr. S. Taylor said that a TRO request that has

been originally administered by Essex County Council (ECC) needs to be forwarded to the Parking Partnership for information, but will not be considered as a formal request for a further assessment. It is considered that if a request has been subject to the County Council TRO procedure then sufficient investigation into a matter has been undertaken.

Ms. Vicky Duff (Essex County Council) said the outcome of TRO requests at County Hall are determined by two factors, congestion and safety, so whilst a scheme may be rejected by County there was no reason why it could not be reconsidered by NEPP. It was confirmed that the Local Highway Panel may not approve TRO schemes, but if it felt an area would benefit from the introduction of a scheme it could make representation to the relevant Portfolio Holder.

Ms. Duff confirmed that Pedestrian and Zebra crossings are dealt with by the Local Highway Panels, whereas zig-zag lines outside schools and clearways are the responsibility of the Parking Partnership.

Ms. Duff also confirmed that TRO requests are dealt with differently by NEPP and the South Essex Parking Partnership (SEPP). The SEPP forward all TRO requests to ECC for each request to be judged initially on congestion and safety criteria, to be dealt with by ECC, with the remainder returned to SEPP for consideration. All requests in North Essex go directly to NEPP and any schemes where it is considered they may fall into the congestion and safety criteria are forwarded to ECC for consideration. Ms. Duff said in reality there was no difference economically or in the number of schemes dealt with by County, though the SEPP method of dealing with requests did prolong the process. Members felt the two ways of working did suggest double standards and that the NEPP are doing some initial ground work on schemes that would be done by ECC on behalf of SEPP. Members agreed that the Joint Committee should write to Councillor Rodney Bass, Portfolio Holder for Highways and Transportation to request that all requests for TROs, received by Essex County Council should be sent directly to NEPP for assessment as this has the potential to avoid duplication of work. That Joint Committee advises Cllr Bass that in the SEPP area all requests are assessed by ECC before being sent to SEPP. This form of dealing with TRO requests could be seen by an applicant to be giving them two different chances of having their TRO request granted and raising their expectations and that the Cabinet member should have regard to streamlining the process across the County.

Mr. S. Taylor (NEPP) explained that he does liaise with Planning Officers (ECC/District) to provide joined-up thinking regarding the work of NEPP and ECC in respect of planning applications.

*RESOLVED* that the Joint Committee;

- i) Approved the revised scoring matrix.
- ii) Approved for adoption the formal time period of five years for reconsideration of TRO requests following official rejection.
- iii) Approved the official time period to be instigated and agreed in relation to newly adopted roads and estates relating to TRO requests.
- iv) Approved the policy that all Essex County Council TRO rejected schemes will not be considered by NEPP.
- v) Agreed that the Joint Committee should write to Councillor Rodney Bass, Portfolio Holder for Highways and Transportation to request that all requests for TROs, received



by Essex County Council should be sent directly to NEPP for assessment as this has the potential to avoid duplication of work.

That Joint Committee advises Councillor Bass that in the SEPP area all requests are assessed by ECC before being sent to SEPP. This form of dealing with TRO requests could be seen by an applicant to be giving them two different chances of having their TRO request granted and raising their expectations and that the Cabinet member should have regard to streamlining the process across the County.

## **18. Technical Team Update**

Mr. Richard Walker and Mr. Shane Taylor (Parking Partnership) presented the update from the Parking Partnership's Technical Team, providing an insight into the team's remit and current work in progress.

*RESOLVED* that the Joint Committee considered and noted the work that has been undertaken by the Technical Team during 2013.

## **19. Forward Plan**

Mr. Matthew Young confirmed that a half yearly review of the Budget will be presented to the Joint Committee at the October meeting.

*RESOLVED* that the Joint Committee noted the current Forward Plan.

## **20. Any Other Business**

Ms. Sarah Ward (Colchester) spoke to the Joint Committee regarding the current media policy and how these enquiries are dealt with, including the high level of media enquiries received, and following this, the need for the Joint Committee to agree a suitable media protocol.

Councillor Gary Waller referred to his email exchanges with Richard Walker, in which he had expressed concern that the proposal to introduce 5 Pay and Display schemes in the Epping Forest district had been put into the public domain without prior notice being given to anyone in the district. This was a sensitive issue which had attracted adverse media attention.

Regarding protocol, Councillor Hunt (Colchester) said he did not expect to be put under pressure by officer's allegations that their authority was being forced by NEPP to have parking meters.

*RESOLVED* that the Joint Committee agreed to consider a report at the next meeting in respect of NEPP Media Protocol.

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

**Date:** 31 October 2013

**Subject:** NEPP On-Street financial position at period 6 2013/2014

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

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

## 1. Summary

- 1.1 The position to date and forecast outturn for the NEPP on-street account is shown in Appendix A. A deficit of £21,000 is currently forecast for the year, although the position is being closely monitored.
- 1.2 It should be noted that within the forecast for employee costs there are one-off severance costs amounting to approximately £26,200.

## 2. Income

- 2.1 PCN income received to date is short of the revised profiled budget target by £8,000 at the end of September. The current projection for the full year is £90,000 below budget target, although this forecast is liable to change and remains under scrutiny.
- 2.2 It should be considered that following the recent redundancy exercise there will be less enforcement staff for the rest of the financial year, which may have a negative impact upon income levels although there is the resultant reduction in employee costs.
- 2.3 Table A compares PCN cash received in the first half of 2012/2013 to the same period in 2013/2014. Overall income from PCN's is greater by £186,745 although income levels in Epping are lower than in 2012. This will be covered in the Operational report.

| Table A    | Periods 1-6<br>2012/2013 | Periods 1-6<br>2013/2014 | Increase<br>(decrease) |
|------------|--------------------------|--------------------------|------------------------|
| Colchester | £235,747                 | £329,234                 | £93,487                |
| Braintree  | £75,508                  | £86,624                  | £11,116                |
| Harlow     | £85,469                  | £175,504                 | £90,035                |
| Tendring   | £88,432                  | £135,702                 | £47,270                |
| Uttlesford | £45,273                  | £62,756                  | £17,483                |
| Epping*    | £196,891                 | £124,245                 | (£72,646)              |
|            | <b>£727,320</b>          | <b>£914,065</b>          | <b>£186,745</b>        |

*Note: the above figures show cash received only; not accounting adjustments and so will not tie back to the period 6 report.*

- 2.4 Appendix B is a chart showing on-street PCN income for the current year against profiled budget and income levels achieved in 2012/2013.
- 2.5 Appendix C is a chart showing PCN income in 2013/2014 compared to 2012/2013 by individual authority.
- 2.6 Appendix D shows the different scenarios modelled for PCN income for the remainder of the year. Forecasts differ considerably based upon assumptions. The current forecast provided by the Group Manager indicates a shortfall in PCNs against budget of £90,000 as it makes assumptions regarding income from bailiffs, case backlog clearance and the effect of less CEOs issuing notices. This chart has been included to illustrate the vagaries in forecasting PCN income.

### **3. Expenditure**

- 3.1 Staff savings, net of severance costs, are forecast to be £86,000. There are pressures on the cost of mobile phones, fuel, postage and fleet costs, although the aim is to reduce expenditure in these areas where possible. It is expected that savings will be made on general expenses in order to offset these pressures.

### **4. Comparison with South Essex Parking Partnership (SEPP)**

- 4.1 As requested by the Joint committee at its meeting on 20<sup>th</sup> June 2013 officers have been in contact with their counterparts in the SEPP who provided their 2012/13 final budget position for comparison with the NEPP. The detailed financial comparison is attached as Appendix E.
- 4.2 A comparison of the financial position of the two partnerships is not straight forward and there are a number of important points which need to be made and understood first:-
  - (i) The NEPP started with a larger historical deficit across its six districts than the SEPP. In 2009/2010, the penultimate financial year before the creation of the two partnerships, the deficit in the SEPP area was c£316k whilst in the NEPP area it was £422k
  - (ii) Due to differences in accounting methods a true comparison of the costs of the two partnerships is difficult to achieve. Overheads maybe treated differently in one authority to the next and costs apportioned at different levels of the hierarchy.
  - (iii) 2012/2013 was a transitional year for NEPP with the inclusion of Epping within directly managed operation. As such in addition to certain one off transitional costs being incurred, the position only reflects detailed analysis on the Epping Forest District Council operation for the second half of the year.
- 4.3 With the above comments in mind the following sets out some observations in terms of expenditure and income:

**Staffing** – NEPP employs more Civil Enforcement Officers (CEO). This is likely to be as there is a larger and more rural area to cover than SEPP. NEPP figures also show the redundancy costs which were refunded by Essex County Council as part of the Joint Committee agreement. Finally, the SEPP do not fund its Traffic Regulation Order (TRO) staff through the on-street account. At the start of the contract SEPP negotiated funding from ECC for staffing for three years, on top of the ongoing maintenance funding of £150,000. Therefore SEPP's TRO staff will be funded by ECC until 2014/15, after which

a decision will have to be made as to whether or not the staffing will be funded from surpluses made by the partnership, or if a review into the level of the TRO function will need to be conducted.

**Premises** – The SEPP only has two sites whilst NEPP works out of three.

**Transport** – NEPP appeared to have cheaper transport costs than SEPP in 2012/2013, but this is mainly as a result of the Epping Forest District Council operation transferring to NEPP halfway through the year.

**Other Expenditure** – The two authorities handle permit administration differently. The differences relate to the administration (and particularly the purchase of secure stationery under “printing”) and separately the costs of communications (mobile phones) for mobile and lone workers covering such a wide rural area. The remaining differences are in Court/Agency fees which are directly linked to the greater number of penalties issued.

**Central Support** – these costs represent 16% of the direct costs of each partnership so are broadly comparable between the two partnerships.

**Income** – Whilst there appear to be discernable differences in how the two partnerships raise their income the overall figures appear close. However, this area in particular is difficult to compare given the transitional nature of figures relating to Epping. It should be noted that a greater reliance in the budget for income from on-street penalty charge notices rather than that through permits and pay & display machines means that there is a greater need to ensure that CEO staff are working efficiently and effectively rather than just collecting income from machines or through permit sales.

- 4.4. In summary the comparison does highlight certain issues, such as the different arrangements in respect of TROs. However, given the transitional arrangements in 2012/13 and also some of the changes introduced by NEPP this year it will be a more reliable and meaningful task to carry out a similar comparison based on the 2013/14 outturn.

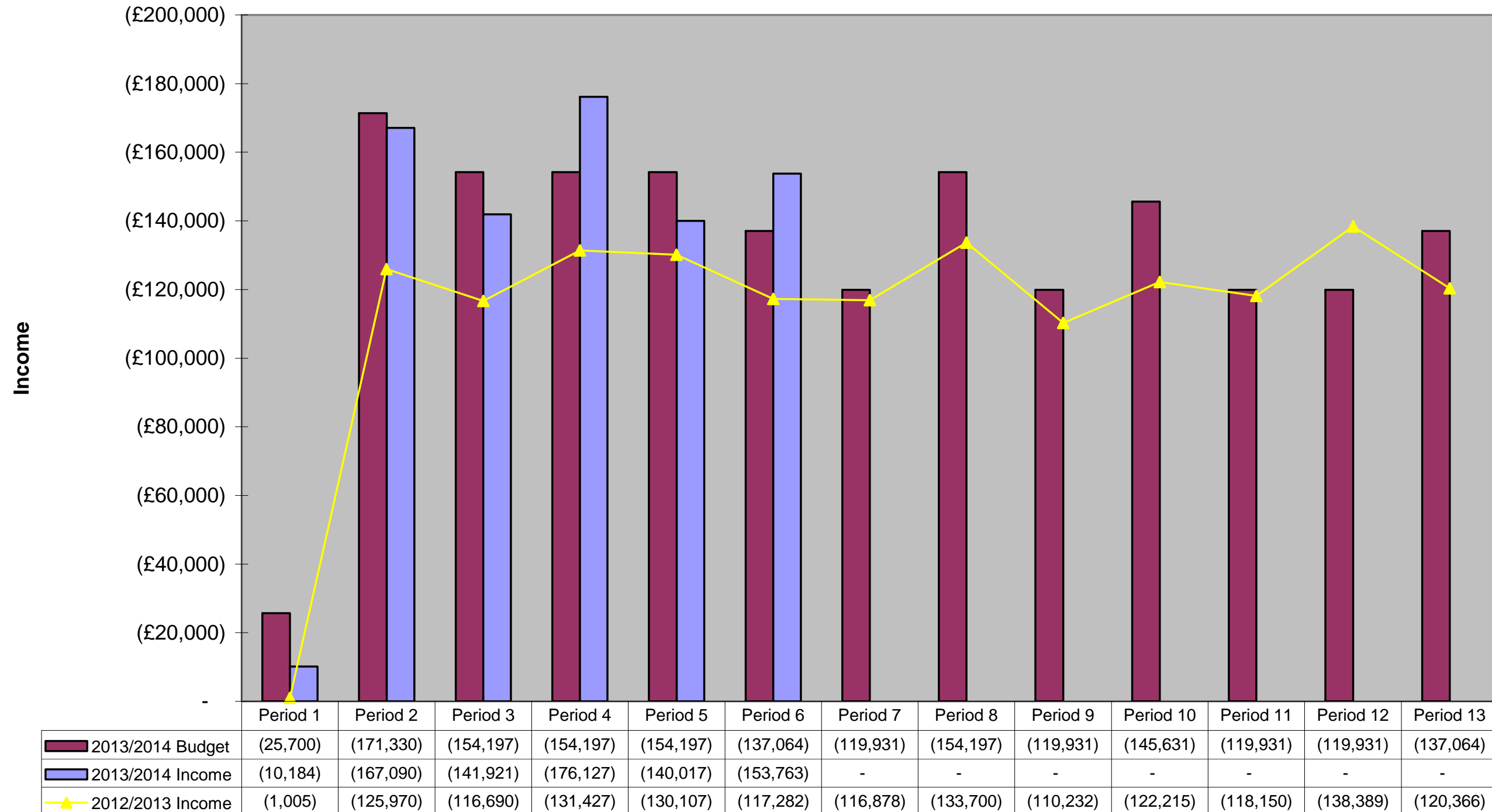
Appendix A: On-street report at period 6 2013/2014

| On-street Account                  | 2013/2014<br>Actual to date | 2013/2014<br>Budget to date | 2013/2014<br>Variance to date | 2013/2014<br>Forecast | 2013/2014<br>Annual budget | 2013/2014<br>Projected variance | Note |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|-----------------------|----------------------------|---------------------------------|------|
| <b>Expenditure</b>                 |                             |                             |                               |                       |                            |                                 |      |
| <b>Direct costs</b>                |                             |                             |                               |                       |                            |                                 |      |
| Employee costs:                    |                             |                             |                               |                       |                            |                                 |      |
| Management                         | 28                          | 28                          | -                             | 55                    | 55                         | -                               |      |
| CEO's & Supervision                | 560                         | 581                         | (21)                          | 1,074                 | 1,162                      | (89)                            | A    |
| Back Office                        | 132                         | 135                         | (3)                           | 273                   | 270                        | 3                               |      |
| TRO's                              | 40                          | 40                          | -                             | 80                    | 80                         | -                               |      |
| Premises costs                     | 5                           | 7                           | (2)                           | 9                     | 9                          | -                               |      |
| Transport costs (running costs)    | 15                          | 11                          | 3                             | 33                    | 24                         | 10                              | B    |
| Supplies & Services                | 88                          | 82                          | 6                             | 237                   | 238                        | (1)                             | C    |
| Third Party Payments               | 12                          | 12                          | 1                             | 28                    | 28                         | -                               |      |
|                                    | <u>880</u>                  | <u>896</u>                  | <u>(16)</u>                   | <u>1,789</u>          | <u>1,866</u>               | <u>(77)</u>                     |      |
| <b>Non-direct costs</b>            |                             |                             |                               |                       |                            |                                 |      |
| Accommodation                      | 32                          | 32                          | -                             | 64                    | 64                         | -                               |      |
| Other Support Services             | 91                          | 91                          | -                             | 150                   | 150                        | -                               |      |
| Cash Office & Receipting & Postage | 17                          | 17                          | -                             | 44                    | 33                         | 11                              | D    |
| Communications                     | 10                          | 10                          | -                             | 20                    | 20                         | -                               |      |
| Fleet contract hire                | 20                          | 20                          | -                             | 59                    | 48                         | 11                              | E    |
| IT                                 | 38                          | 38                          | -                             | 76                    | 76                         | -                               |      |
|                                    | <u>207</u>                  | <u>207</u>                  | <u>-</u>                      | <u>413</u>            | <u>391</u>                 | <u>22</u>                       |      |
| <b>Total Expenditure</b>           | <u>1,087</u>                | <u>1,103</u>                | <u>(16)</u>                   | <u>2,202</u>          | <u>2,257</u>               | <u>(55)</u>                     |      |
| <b>Income</b>                      |                             |                             |                               |                       |                            |                                 |      |
| Penalty Charges (PCN's)            | (789)                       | (797)                       | 8                             | (1,623)               | (1,713)                    | 90                              | F    |
| Parking Permits/Season Tickets     | (202)                       | (193)                       | (9)                           | (404)                 | (386)                      | (18)                            | G    |
| Parking Charges (P&D etc)          | (77)                        | (79)                        | 2                             | (154)                 | (158)                      | 4                               | H    |
| Other income                       | -                           | -                           | -                             | -                     | -                          | -                               |      |
| <b>Total Income</b>                | <u>(1,068)</u>              | <u>(1,068)</u>              | <u>1</u>                      | <u>(2,181)</u>        | <u>(2,257)</u>             | <u>76</u>                       |      |
| <b>Deficit / (Surplus)</b>         | <u>19</u>                   | <u>35</u>                   | <u>(15)</u>                   | <u>21</u>             | <u>-</u>                   | <u>21</u>                       |      |

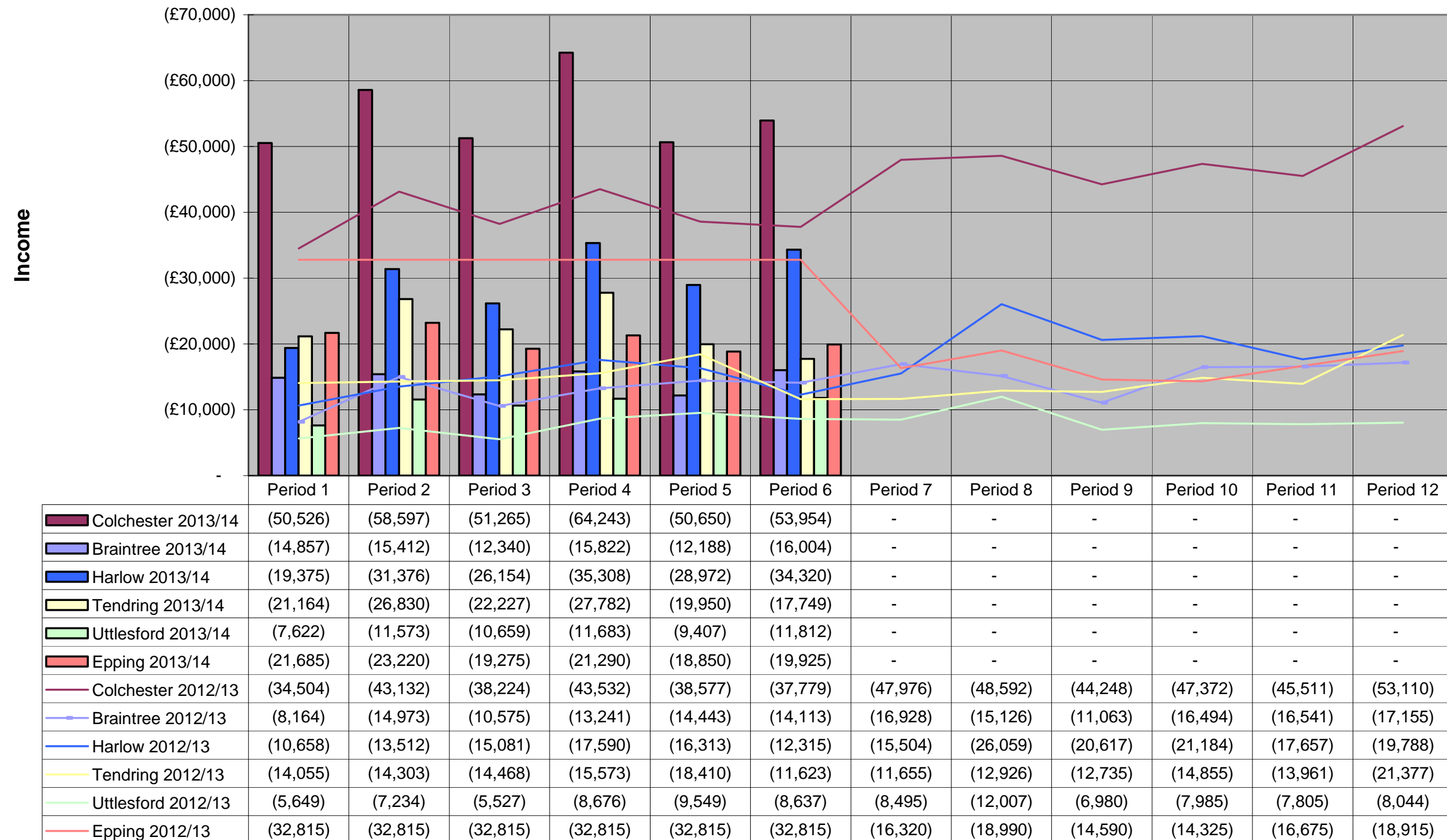
Notes

- A Savings in enforcement staff costs, net of severance pay (70% attributable to on-street account).
- B Cost pressure on fuel.
- C Cost pressure on mobile phones, mitigated by other savings in on-street account.
- D Cost pressure on postage.
- E Cost pressure on fleet costs.
- F Income from penalty charge notices - projection based on recent trends.
- G Income from season tickets / permits expected to be slightly above budget for the year.
- H Income from P&D expected to be slightly down due to proposed changes at Harwich Quay.

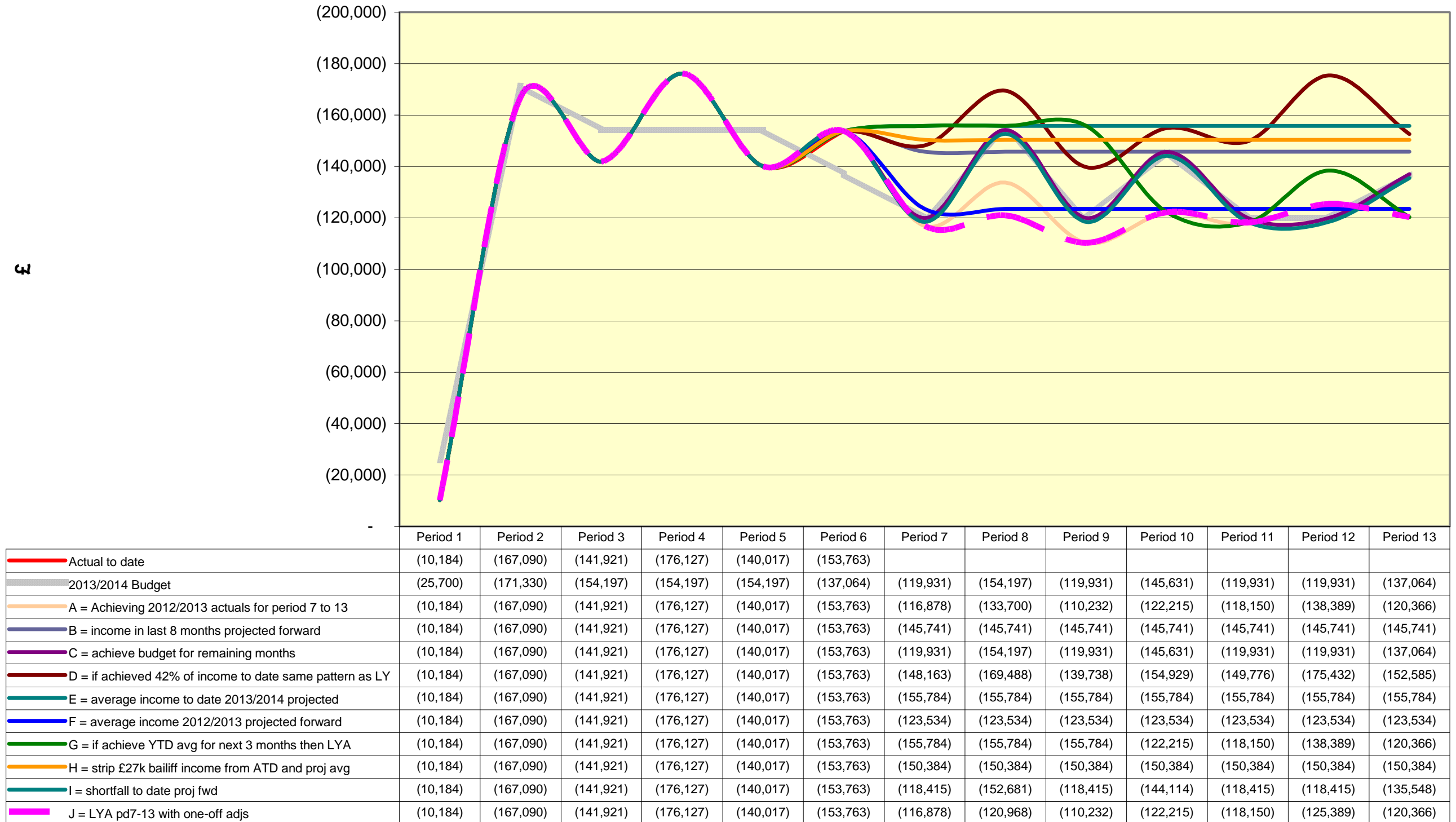
**NEPP on-street PCN income 2012/2013 comparison to 2013/2014 budget and actual income**



### NEPP on-street PCN income 2013/14 income compared to 2012/13



### PCN income forecasts 2013/2014





Appendix E: Off-street report at period 6 2013/2014

| Off-street Account                 | 2013/2014<br>Actual to date | 2013/2014<br>Budget to<br>date | 2013/2014<br>Variance to<br>date | 2013/2014<br>Forecast | 2013/2014<br>Annual<br>budget | 2013/2014<br>Projected<br>variance |   |
|------------------------------------|-----------------------------|--------------------------------|----------------------------------|-----------------------|-------------------------------|------------------------------------|---|
| <b>Expenditure</b>                 |                             |                                |                                  |                       |                               |                                    |   |
| <b>Direct costs</b>                |                             |                                |                                  |                       |                               |                                    |   |
| Employee costs:                    |                             |                                |                                  |                       |                               |                                    |   |
| Management                         | 7                           | 7                              | -                                | 14                    | 14                            | -                                  |   |
| CEO's & Supervision                | 240                         | 249                            | (9)                              | 460                   | 498                           | (38)                               | A |
| Back Office                        | 56                          | 58                             | (1)                              | 117                   | 116                           | 1                                  |   |
| Off-street Account                 | 202                         | 199                            | 3                                | 394                   | 399                           | (5)                                | A |
| Premises costs                     | 1                           | 2                              | (1)                              | 2                     | 2                             | -                                  |   |
| Transport costs (running costs)    | 8                           | 4                              | 4                                | 19                    | 9                             | 10                                 | B |
| Supplies & Services                | 61                          | 33                             | 27                               | 95                    | 60                            | 35                                 | C |
| Third Party Payments               | 5                           | 5                              | -                                | 12                    | 12                            | -                                  |   |
|                                    | <u>581</u>                  | <u>558</u>                     | <u>23</u>                        | <u>1,114</u>          | <u>1,110</u>                  | <u>3</u>                           |   |
| <b>Non-direct costs</b>            |                             |                                |                                  |                       |                               |                                    |   |
| Accommodation                      | 8                           | 8                              | -                                | 16                    | 16                            | -                                  |   |
| Other Support Services             | 30                          | 30                             | -                                | 45                    | 45                            | -                                  |   |
| Cash Office & Receipting & Postage | 14                          | 14                             | -                                | 30                    | 27                            | 3                                  | D |
| Communications                     | 2                           | 2                              | -                                | 5                     | 5                             | -                                  |   |
| Fleet contract hire                | 9                           | 9                              | -                                | 44                    | 45                            | (1)                                | E |
| IT                                 | 10                          | 10                             | -                                | 19                    | 19                            | -                                  |   |
|                                    | <u>72</u>                   | <u>72</u>                      | <u>-</u>                         | <u>159</u>            | <u>157</u>                    | <u>2</u>                           |   |
| <b>Total Expenditure</b>           | <u>654</u>                  | <u>630</u>                     | <u>23</u>                        | <u>1,272</u>          | <u>1,267</u>                  | <u>5</u>                           |   |
| <b>Funded by:</b>                  |                             |                                |                                  |                       |                               |                                    |   |
| Braintree District Council         | (71)                        | (71)                           | -                                | (142)                 | (142)                         | -                                  |   |
| Colchester Borough Council         | -                           | -                              | -                                | (626)                 | (626)                         | -                                  |   |
| Epping Forest District Council     | (131)                       | (133)                          | 2                                | (266)                 | (266)                         | -                                  |   |
| Harlow District Council            | (33)                        | (33)                           | -                                | (66)                  | (66)                          | -                                  |   |
| Uttlesford District Council        | (74)                        | (74)                           | -                                | (148)                 | (148)                         | -                                  |   |
| Other income                       | 12                          | (6)                            | 18                               | (22)                  | (12)                          | (10)                               | I |
| <b>Total Income</b>                | <u>(297)</u>                | <u>(317)</u>                   | <u>20</u>                        | <u>(1,271)</u>        | <u>(1,260)</u>                | <u>(10)</u>                        |   |
| <b>Deficit / (Surplus)</b>         | <u>357</u>                  | <u>313</u>                     | <u>43</u>                        | <u>2</u>              | <u>7</u>                      | <u>(5)</u>                         |   |

Notes

- A Savings in enforcement staff costs, net of severance pay (30% attributable to off-street account).  
Saving on off-street staff due to retirement.
- B Cost pressure on fuel.
- C Cost pressure on mobile phones.  
Cost pressure on MiPermit transaction fees (includes forecasted BDC & UDC costs).
- D Cost pressure on postage.
- E Small saving on fleet costs due to change of vehicle type.
- I Relates to additional services provided by NEPP to CBC, partly offset by credit note for duplicate inv.

**Report to:** On-street Joint Committee, Parking Partnership

**Date:** 31 October 2013

**Subject:** On-Street Permits and Parking Report

**Author:** Richard Walker, Group Manager, North Essex Parking Partnership

**Presented by:** Richard Walker, North Essex Parking Partnership

## **1 Summary and Scope**

- 1.1 Fees and charges for on-street operations provide around a third of the Partnership's on-street income, the rest coming from issued Penalty Charge Notices (PCN).
- 1.2 When the Partnership started the Business Case was based on a plan to bring the account out of deficit within two years, a process which included harmonising and simplifying as many pricing structures as possible and finding ways to make the service more efficient. Substantial efficiencies have been implemented, in enforcement and in the way permits are delivered.
- 1.3 At the meetings in June and November 2011, Members were asked to decide the future pricing structure for the Parking Partnership. A similar and subsequent review was carried out at the meeting in October 2012.
- 1.4 Members supported the position in the Business Case and the supporting papers to begin to close the differential between Resident Parking Permit prices, since the costs of service provision, enforcement and administration are mostly fixed costs and similar in all circumstances.
- 1.5 Historically, prices have been increased generally in line with the Business Case and implemented in April/May the following year. An increase was made in May 2012 and April 2013 and the position will need to be reviewed again if the Business Case position is to be maintained.
- 1.6 Decisions will feed into the final budget for 2014/15.
- 1.7 In order to meet the aims of the Business Case, to maintain the Partnership break-even position, it is recommended that fees change in line with the Business Case in order to harmonise the way charging is carried out and schemes are administered.
- 1.8 The different charges currently in operation have been presented at previous meetings. The historic variations in terms and conditions have been addressed previously and amended in the Parking Orders.

- 1.9 The Business Case recommended kerb side machine-managed parking (using machines like “pay and display”, with an initial/free period depending on locality) in place of some limited-waiting parking to bring combined benefits of policing space turnover (as expiry time is shown on a ticket, not observed) and making best use of CEO time and a decision on implementation of other management strategies has been deferred on a number of occasions.
- 1.10 Effective enforcement of “limited waiting” parking areas is inefficient. The process to successfully enforce a restriction of this type consumes time and resources with multiple future visits and evidence collection by the Civil Enforcement Officer (CEO) whilst giving the motorist ample opportunity to contravene parking restriction and evade penalty – and a decision must be made on the future of enforcement policy.

## **Individual Elements**

### **2 Alternative Enforcement Schemes**

- 2.1 There is a number of different types of enforcement systems which could be used in place of limited waiting, depending upon the locality. Many of these schemes can have a very positive effect on kerbside usage, including supporting and adding to the vitality of local businesses.
- 2.2 The options include:
- Kerb side machine-managed parking
  - Voucher or Parking Disk schemes
  - Pay & Display parking
  - E-parking and M-parking
- 2.3 It is strongly recommended that the future of such schemes is decided in order to remain on target with the Business Case. For guidance the cost of implementation in other areas has been taken from the TRO fund, and paid for within the year of implementation.
- 2.4 Effective parking management is the primary role in the context of supporting town centre vitality and business support by ensuring more effective management, a greater availability of parking space, and to include a wider range of stays which were not previously catered for.
- 2.5 It is recommended that only the additional range of stays should be charged for.
- 2.6 The Business Case stated that the Partnership would identify suitable areas within the six districts and boroughs where managed parking may be considered and these were presented at a previous meeting, however it is felt that this was widely misunderstood.
- 2.7 It is *not* intended to use kerb side machine-managed parking in the high-street simply to raise income (and that could be unlawful). Income is *not* the main focus and charging is not to be considered in each case, only where additional parking stays are proposed; the reason for

implementing is for turnover and greater use of spaces, supporting local traders, investment in towns, car parks, and greater efficiency.

- 2.8 This is a process to make more efficient the turn-over of spaces and enforcement in order to assist local traders and the efforts of district councils in supporting vibrancy of local towns.
- 2.9 If any surplus income should be gained as a result this shall firstly enable resident permits to be kept at a reasonable price in future and then be used to offset costs of parking management schemes and maintenance and provision of parking signage or infrastructure, as set out within the legislation.

### 3 Resident Permits

- 3.1 For existing permit schemes, a 3-year plan was suggested in order to soften the transition when levelling out the wide disparity in pricing. This is the second of the interim years, and the focus is on closing the disparity between schemes, especially where costs are not covered by the permit fee.
- 3.2 The business case set out a path for the future year's charges in order to meet the Business Case profile, and this is shown in table 1, below:

| <b>Residents' Permits</b>                  |              |           |            |           |           |           |            |
|--|--------------|-----------|------------|-----------|-----------|-----------|------------|
| First permit charge                        |              |           |            |           |           |           |            |
| <i>(price table agreed by JPC in 2011)</i> |              |           |            |           |           |           |            |
|  |              | Braintree | Colchester | Epping    | Harlow    | Tendring  | Uttlesford |
| Permit charge                              | 09/10        | 31        | 50         | 30        | 18        | 39        | 70         |
| Permit charge                              | 11/12        | 31        | 50         | 30        | 18        | 39        | 70         |
| <b>Permit charge</b>                       | <b>12/13</b> | <b>33</b> | <b>52</b>  | <b>32</b> | <b>21</b> | <b>40</b> | <b>70</b>  |
| <b>Permit charge</b>                       | <b>13/14</b> | <b>35</b> | <b>55</b>  | <b>35</b> | <b>25</b> | <b>42</b> | <b>70</b>  |
| Permit charge                              | 14/15        | 38        | 60         | 35        | 28        | 45        | 70         |
| Permit charge                              | 15/16        | 38        | 60         | 35        | 28        | 45        | 70         |

**Table 1 – Business Case** Proposed Resident Parking Charges 2011-16

- 3.3 It is recommended to continue to even out the charging disparity instead by making the changes detailed in Appendix B (the charges in the Appendix B are slightly different reflecting levels applied with previous decisions where a percentage measure was proposed and decided), but still in line with the Business Case.
- 3.4 It was also recommended in the Business Case that all other visitor scratch card, worker and business permits and on-street pay and display charges are subject to an annual increase where required to reflect operating costs. These price increases will be implemented on or soon after April 1 each year.
- 3.5 Resident and Visitor Permit Parking Prices were revised last April following decisions made by the Joint Committee in 2012.
- 3.6 Resident permits differ between districts in the number allowed to be purchased and in the price charged for permits. Some allow for a second, third and so on, some at a premium – and others have an incremental pricing structure, and in some places a limit is set.

- 3.7 It was decided last year that there should be a maximum of two permits per residence and that “grandfather rights” to higher numbers allocated should be reduced over time with an advertised cut-off time for final reduction to two. This action is now taking effect and the number of permits after the second is very minimal in comparison.
- 3.8 It is recommended that harmonisation be brought about through incremental increases of these other permits, phased over the coming years to ensure fairness and ease of transition.

#### **4 Resident Visitor Permits**

- 4.1 These have been harmonised in style and number allowed. The cost of providing the stationery and systems must be covered by the fee charged.
- 4.2 Substantial efficiencies in the system used can be gained by converting this to a digital process administered online and through the patrolling officer’s online computer.
- 4.3 Plans have been implemented to introduce the transfer to “MiPermit” starting with Resident Permits on a scheme-by-scheme basis.

#### **5 Permit Numbers**

- 5.1 North Essex Parking Partnership administers around 6000 resident and dispensation permits across the area. In addition around a further 100,000 visitor permits are issued. Most resident permits are sold for a cost, although data suggests up to 500 had been issued for free.
- 5.2 The present process involves printing and posting secure stationery on paper permits, or scratch-card visitor permits. We have documented the change to a digital system for some time; the more efficient online MiPermit system is now being rolled out across all areas for all types of permit and dispensation, plus resident visitor parking.
- 5.3 The cost of the permit scheme includes issuing a range of permits and visitor scratch-cards from the business unit, the costs of maintaining the TRO, administering the systems for lost/replacement and new permits, data checking and audits of the schemes and other maintenance on site (signage and lines), plus enabling an appropriate level of enforcement.
- 5.4 The cost of enforcement is a cost to the scheme, but the income from PCNs cannot be considered as income to the scheme, Prices must be set at a level which supports the transport policy, with reference to the particular local needs of the appropriate area.

#### **6 Issued Permits**

- 6.1 At previous meetings requests have been made to learn the number and type of issued permits. A summary of the permits across the last calendar year is attached in the Appendix, split by type and area covered by traffic regulation order.

## **7 Special Dispensations**

- 7.1 A single “Waiver Certificate” for people calling at properties where there is no resident (presently only the resident can apply for a permit or visitor permits) was introduced last year and no increase is recommended.

## **8 Decision**

- 8.1 The proposed pricing details are shown in Appendix 2, according to the boundaries of the traffic regulation order covering each part of the Partnership’s area. It is recommended to increase prices to cover the additional costs of travel and enforcement, in accordance with the business plan aspirations agreed in 2010.

- |   |
|---|
| <p>8.2 <b>Members are asked to consider the range of permits available and to consider and decide the appropriate level for the prices of permits across the Partnership considering any local circumstances.</b></p> <p>8.3 <b>Members are asked to consider and decide whether any free permits should continue, given the system costs involved in producing them.</b></p> |
|---|

Appendix 1 – Number of Permits Issued

| <b>Area</b>                                  | <b>Permit Description</b>                                 | <b>Number Issued</b> |
|--|---|----------------------|
| <b>Braintree area</b><br><br>Permits 799     | Resident Permit (first)                                   | 540                  |
|  | Resident Permit (second)                                  | 105                  |
|  | Resident Permit (third)                                   | 9                    |
|  | Resident Permit (fourth)                                  | 1                    |
|  | Not charged for   | 70                   |
|  | Other   | 74                   |
| <b>Colchester area</b><br><br>Permits 2656   | Resident Permit (first)                                   | 2241                 |
|  | Resident Permit (second)                                  | 91                   |
|  | Not charged for   | 322                  |
|  | Other   | 2                    |
| <b>Epping Forest area</b><br><br>Permits 679 | Resident Permit (first)                                   | 499                  |
|  | Resident Permit (second)                                  | 82                   |
|  | Resident Permit (third)                                   | 7                    |
|  | Not charged for   | 91                   |
| <b>Harlow area</b><br><br>Permits 895        | Resident Permit (first)                                   | 552                  |
|  | Resident Permit (second)                                  | 82                   |
|  | Resident Permit (third)                                   | 3                    |
|  | Not charged for   | 233                  |
|  | Annual Visitors   | 25                   |
| <b>Tendring area</b><br><br>Permits 208      | Resident Permit (first)                                   | 170                  |
|  | Resident Permit (second)                                  | 38                   |
| <b>Uttlesford area</b><br><br>Permits 254    | Resident Permit (first)                                   | 231                  |
|  | Resident Permit (second)                                  | 0                    |
|  | Not charged for   | 23                   |
| <b>Other</b><br><br>Permits 609              | Dispensations, engineers, carers, exemption permits, etc. | 609                  |
| <b>Total Permits</b>                         |   | <b>= 6100</b>        |

Appendix 2 – separate attachment.

| Parking Order:   | Braintree |              |              |              | Colchester |          |              |              | Harlow   |          |              |              | Tendring |         |         |              | Uttlesford |         |              |              | Epping Forest |            |            |              |              |
|--|-----------|--------------|--------------|--------------|------------|----------|--------------|--------------|----------|----------|--------------|--------------|----------|---------|---------|--------------|------------|---------|--------------|--------------|---------------|------------|------------|--------------|--------------|
| Scale of Existing Charges                                | 2011      | 2012         | 2013         | 2014         | 2011       | 2012     | 2013         | 2014         | 2011     | 2012     | 2013         | 2014         | 2011     | 2012    | 2013    | 2014         | 2011       | 2012    | 2013         | 2014         | 2011          | 2012       | 2013       | 2014         |              |
| Resident Permit  | £ 30.00   | £ 33.00      | £ 35.00      | £ 40.00      | £ 50.00    | £ 52.00  | £ 55.00      | £ 60.00      | £ 18.00  | £ 21.00  | £ 25.00      | £ 30.00      | £ 35.00  | £ 39.00 | £ 42.00 | £ 47.00      | £ 70.00    | £ 70.00 | £ 70.00      | £ 70.00      | £ 25.00       | £ 30.00    | £ 35.00    | £ 40.00      |              |
| Second Resident Permit (where available at premium)      | £ 30.00   | £ 41.25      | £ 45.00      | £ 50.00      | £ 50.00    | £ 52.00  | £ 70.00      | £ 75.00      | £ 34.00  | £ 42.50  | £ 55.00      | £ 60.00      |          | £ 52.00 | £ 55.00 | £ 60.00      |            |         | £ 100.00     | £ 105.00     | £ 50.00       | £ 55.00    | £ 70.00    | £ 75.00      |              |
| Third Resident Permit                                    | £ 50.00   | £62.50       | £ 80.00      | discontinued | £ 50.00    | £ 52.00  | discontinued | discontinued | £ 70.00  | £ 87.50  | £ 110.00     | discontinued |          |         |         |              |            |         |              |              | £ 100.00      | £ 125.00   | £ 130.00   | £ 150.00     |              |
| Fourth Resident Permit                                   | £ 100.00  | £125.00      | discontinued | discontinued | £ 50.00    | £ 52.00  | discontinued | discontinued | £ 130.00 | £162.50  | £ 205.00     | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Concessionary Resident Permit                            | free      | discontinued | discontinued | discontinued |            |          |              |              | free     | free     |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Concessionary non-driver resident permit                 | free      | discontinued | discontinued | discontinued |            |          |              |              |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Annual Visitor Permit                                    |           |              |              |              |            |          |              |              | £ 10.00  | TBC X    | discontinued | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Visitor Permits (each)                                   |           |              |              |              |            |          |              |              |          |          |              |              | £ 0.50   |         |         |              |            |         |              |              |               |            |            |              |              |
| Visitor Permits (pack of 10) up to 24hr                  | £ 3.00    | £ 5.00       | £ 8.00       | £ 10.00      | £ 8.00     | £ 8.00   | £ 10.00      | £ 10.00      | £ 5.00   | £ 8.00   | £ 10.00      | £ 10.00      | £ 5.00   | £ 6.50  | £ 9.00  | £ 10.00      |            |         | £ 10.00      | £ 10.00      | £ 10.00       | £ 12.00    | £ 13.00    | £ 13.00      |              |
| Visitor Permits - book of ten permits over 4 hr (day)    |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              |            |         |              |              | £ 10.00       | £ 12.00    | £ 13.00    | discontinued |              |
| Visitor Permits - book of ten 2 hour permits             |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              |            |         |              |              | £ 2.00        | £ 3.00     | £ 4.00     | discontinued |              |
| Visitor Permits - book of ten 4 hour permits             |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              | £ 7.50     | £ 8.00  | discontinued | discontinued | £ 5.00        | £ 6.00     | £ 7.00     | discontinued |              |
| Visitors Permit 20 x one hour segment (as Order)         |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              | £ 5.00     | £ 7.00  | discontinued | discontinued |               |            |            |              |              |
| Visitors Permit 20 x four hour segment (as Order)        |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              | £ 15.00    | £ 16.00 | discontinued | discontinued |               |            |            |              |              |
| Replacement for lost or stolen permit                    | £ 10.00   | £ 10.00      | £ 10.00      | £ 15.00      | £ 5.50     | £ 10.00  | £ 10.00      | £ 15.00      | £ 10.00  | £ 10.00  | £ 10.00      | £ 15.00      | £ 5.00   | £ 10.00 | £ 10.00 | £ 15.00      | £ 8.00     | £ 10.00 | £ 10.00      | £ 15.00      | £ 5.00        | £ 10.00    | £ 10.00    | £ 15.00      |              |
| Dispensation/Suspension Permit – First Day               | £ 15.00   | £ 20.00      | £ 22.00      | £ 24.00      | £ 15.00    | £ 20.00  | £ 22.00      | £ 24.00      | £ 15.00  | £ 20.00  | £ 22.00      | £ 24.00      | £ 15.00  | £ 20.00 | £ 22.00 | £ 24.00      | £ 15.00    | £ 20.00 | £ 22.00      | £ 24.00      |               |            | £ 22.00    | £ 24.00      |              |
| Dispensation/Suspension other days (up to 7 days)        | £ 5.00    | £ 10.00      | £ 10.00      | £ 11.00      | £ 5.00     | £ 10.00  | £ 10.00      | £ 11.00      | £ 5.00   | £ 10.00  | £ 10.00      | £ 11.00      | £ 5.00   | £ 10.00 | £ 10.00 | £ 11.00      | £ 5.00     | £ 10.00 | £ 10.00      | £ 11.00      |               |            | £ 10.00    | £ 11.00      |              |
| Business Permit – monthly                                |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Business Permit – 3 months                               |           |              |              |              | £ 98.00    | £ 98.00  | £ 100.00     | £ 110.00     |          |          |              |              |          |         |         |              |            |         |              |              |               | £ 45.80    | £ 45.80    | discontinued | discontinued |
| Business Permit - Yearly (18 in total)                   |           |              |              |              | £ 384.00   | £ 384.00 | £ 400.00     | £ 440.00     |          |          |              |              |          |         |         |              |            |         |              |              |               | £ 122.50   | £ 122.50   | discontinued | discontinued |
| Premium Business Permit – monthly                        |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              |            |         |              |              |               | £ 428.00   | £ 428.00   | discontinued | discontinued |
| Premium Business Permit – 3 months                       |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              |            |         |              |              |               | £ 125.00   | £ 125.00   | discontinued | discontinued |
| Premium Business Permit - Yearly                         |           |              |              |              |            |          |              |              |          |          |              |              |          |         |         |              |            |         |              |              |               | £ 320.00   | £ 320.00   | discontinued | discontinued |
| Dedham Exemption Certificate (15 issued)                 |           |              |              |              | £ 16.00    | £ 16.00  | £ 22.00      | £ 24.00      |          |          |              |              |          |         |         |              |            |         |              |              |               | £ 1,275.00 | £ 1,275.00 | discontinued | discontinued |
| Colchester & Tendring Womens Aid (9 issued)              |           |              |              |              | £ 90.00    | £ 90.00  | £ 95.00      | £ 104.00     |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Colchester High School (42 issued)                       |           |              |              |              | £ 25.00    | £ 25.00  | £ 30.00      | £ 33.00      |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Hamilton School (35 issued)                              |           |              |              |              | £ 90.00    | £ 90.00  | £ 95.00      | £ 104.00     |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Kingswode Hoe School (10 issued)                         |           |              |              |              | £ 90.00    | £ 90.00  | £ 95.00      | £ 104.00     |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Walsingham Road resident season ticket - Yearly (2 iss.) |           |              |              |              | £ 175.80   | £ 175.80 | £ 185.00     | £ 203.00     |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Walsingham Road resident season ticket – 6 months        |           |              |              |              | £ 92.20    | £ 92.20  | £ 100.00     | £ 110.00     |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Residents Permit (Un-registered car)                     |           |              |              |              |            |          |              |              | £ 130.00 | £ 130.00 | £ 130.00     | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Residents Permit (Commercial vehicle)                    |           |              |              |              |            |          |              |              | £ 250.00 | £ 250.00 | £ 250.00     | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Residents Day Pass                                       |           |              |              |              |            |          |              |              | £ 0.50   | £ 0.50   | £ 1.00       | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Commercial Day Pass                                      |           |              |              |              |            |          |              |              | £ 4.00   | £ 4.00   | £ 10.00      | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Special Permit (Zone address)                            |           |              |              |              |            |          |              |              | £ 25.00  | £ 25.00  | £ 30.00      | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Special Permit (All zones)                               |           |              |              |              |            |          |              |              | £ 25.00  | £ 25.00  | £ 30.00      | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Disabled Permit  |           |              |              |              |            |          |              |              | free     | free     | ???          | discontinued | free     | free    | ???     | discontinued |            |         |              |              |               |            |            |              |              |
| Business Permit  |           |              |              |              |            |          |              |              | £ 50.00  | £ 50.00  | £ 60.00      | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Rail Commuters Permit – Yearly                           |           |              |              |              |            |          |              |              | £ 500.00 | £ 500.00 | £ 500.00     | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Rail Commuters Permit – 3 months                         |           |              |              |              |            |          |              |              | £ 130.00 | £ 130.00 | £ 130.00     | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Bus/Coach Permits  |           |              |              |              |            |          |              |              | £ 0.10   | £ 0.10   | ???          | discontinued |          |         |         |              |            |         |              |              |               |            |            |              |              |
| Motorcycle   |           |              |              |              | £ 16.67    | £ 18.00  | £ 20.00      | £ 25.00      |          |          |              |              |          |         |         |              |            |         |              |              |               |            |            |              |              |

|  |  |
|--|--|
|  | increase harmonises price                  |
|  | unconfirmed price                          |
|  | proposed increase does not harmonise price |
|  | previous charge/confirmed price            |
|  | not available/discontinued                 |
|  | consider for discontinuation               |
|  | not available                              |



**Report to:** NEPP Committee  
**Date** 31 October 2013  
**Subject:** Handling NEPP media enquiries  
**Author:** Sarah Ward  
**Presented by:** Sarah Ward

**1. Introduction and Purpose of Report**

- 1.1 The paper outlines proposed amendments to the NEPP's media enquiries policy, specifically those requiring a factual, spokesperson response.
- 1.2 The recommendations aim to enhance member authority involvement, where required, and the media enquiries policy.

**2. Current delivery**

- 2.1 Operational-based media enquires make up the majority of all those received by the NEPP. Predominantly these cover parking and waiting restrictions, and PCNs (individual or trend-based information). Currently each is referred by the NEPP's nominated Press Officer to the relevant NEPP Lead Officer. The Lead Officer compiles the required information enabling a response to be drafted and signed off for issuing.
- 2.2 Timely responses help enable the NEPP's position to be included within the published article. Not responding at all or outside of the requested timeframe will, in many cases, result in the story being published without a NEPP comment.

**Proposed working arrangements**

- 2.3 Where an enquiry relates to a more involved scheme, it is proposed that the NEPP Lead Officer liaises with the relevant member authority's Client Officer to prepare the NEPP's statement. This change to the policy will help highlight the partnership approach to considering local views and priorities in the statements produced.
- 2.4 The policy will continue to make every effort to meet the original media deadline set, usually half to one day. Deadlines will be highlighted when draft NEPP statements are sent for comment to the Client Officer. When the Press Officer issues the statement to the media, the NEPP Lead Officer will also provide this to the Client Officer for information.

- 2.5 Media enquiries regarding trends of numbers and / or financial values of PCNs will be considered on a case by case basis. It is proposed that the NEPP Lead Officer will compile a list of criteria for 'standard' and 'complex' media enquiries. Each enquiry will then be assessed against the criteria that will cover PCNs issued, challenged and upheld, over different areas and / or timescales.
- 2.6 A 'complex' enquiry will require the Press Officer to discuss with the reporter either extending the deadline e.g. 48 hours, or revising the amount of information being requested. When issuing a response to 'complex' enquiries, an accompanying statement will also be provided, setting in context the data issued. 'Standard' responses will be replied to within the original deadline.
- 2.7 Where a media deadline cannot be extended and a response is required, a holding statement will instead be issued. Where required, a full response will be issued as soon as possible after the holding statement.

### **3. Decisions required**

- |   |
|---|
| <p>3.1 Members are requested to approve the proposed approach to preparing NEPP media responses to more involved enquiries by including the relevant Client Officer, as described in paragraphs 2.3 and 2.4.</p> <p>3.2 Members are requested to approve the proposed approach to responding to trend-based NEPP media enquiries, as described in paragraphs 2.5 and 2.6.</p> |
|---|

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

ITEM 9

**Date:** 31 October 2013

**Subject:** North Essex Parking Partnership Operational Report

**Author:** Lou Belgrove, NE Parking Partnership

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

## 1. **Introduction and Purpose of Report**

1.1 The report gives Members an overview of operational progress since August 2013.

1.2 The report is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

## 2. **Detailed considerations**

### 2.1 **Recruitment / Structure**

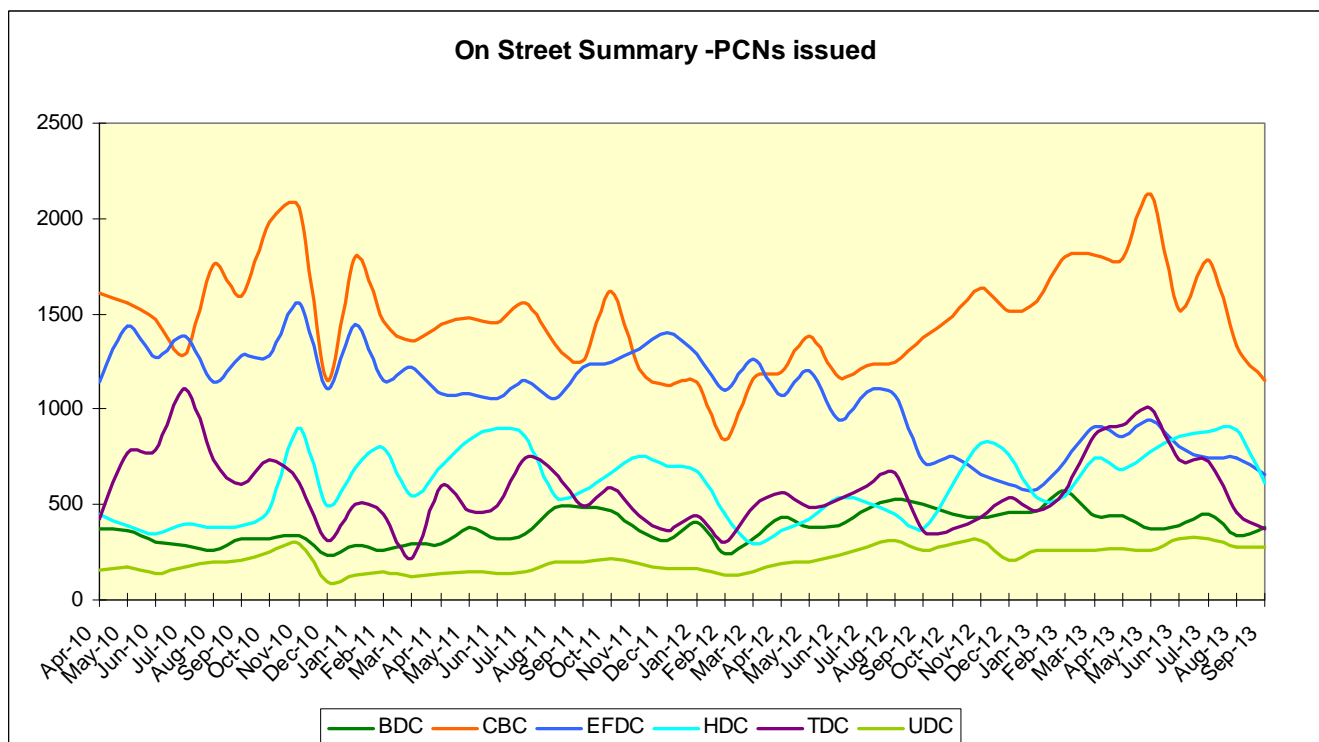
2.1.1 The office is currently recruiting two new case-officers and an apprentice to support the other officers in the daily administration tasks. The appointments follow two retirements and a resignation and will more than likely be filled by internal candidates.

### 2.2 **Accommodation**

2.2.1 All bases are fully functioning.

### 2.3 **On - Street Performance measures**

2.3.1 The following chart shows the issue rate of all Penalty Charges for the on-street parking function. – please see appendix for actual figures.



A summary is given below:

- **Harlow** – continues to increase month on month and is significantly higher than previous years.
- **Epping Forest** – The issue rate continues to be below the previous year, intervention has been made in deployment patterns to allow more staff to work in the District.
- **Uttlesford** – The pattern of issues remains consistent and similar to previous years.
- **Braintree** – The rate of issues has decreased in recent months although is at a similar level to previous years.
- **Colchester** – The level of issues has increased compared to recent years but has declined in recent months due to annual leave and a change to shift patterns reducing to two teams.
- **Tendring** – The level of issues has increased compared to recent years but has declined in recent months, however this maybe due to the seasonal nature of the district.

## 2.4 Procurement

### CCTV Vehicle

2.4.1 Work is on-going with the supplier of the CCTV vehicle. Options are being assessed in regard to the software and processing of PCNs created by the vehicle. Deployment of the vehicle has been subsequently delayed, however, it is still envisaged that operation of the car will start this financial year.

## 2.5 Back Office

### Correspondence

2.5.1 The previously reported backlog of informal challenges has now been cleared. The temporary re-deployment of 8 CEOs into the office was a major success with the level of challenges being brought back to a manageable level within two weeks.

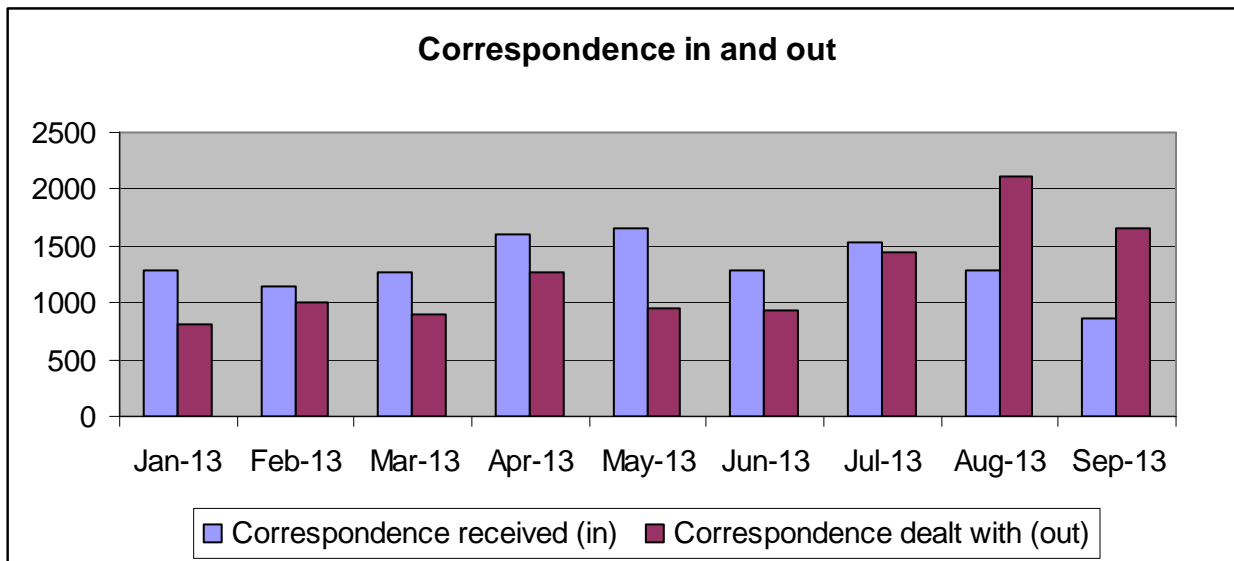
2.5.2 The below table and graph show the number of informal challenges received each month and the numbers of responses sent out.

|                | Correspondence received | Accepted | Rejected | Total dealt with | % of cases dealt with |
|----------------|-------------------------|----------|----------|------------------|-----------------------|
| January 2013   | 1286                    | 219      | 592      | 811              | 63%                   |
| February 2013  | 1150                    | 242      | 758      | 1000             | 86%                   |
| March 2013     | 1275                    | 287      | 618      | 905              | 70%                   |
| April 2013     | 1608                    | 387      | 884      | 1271             | 54%                   |
| May 2013       | 1649                    | 333      | 620      | 953              | 57%                   |
| June 2013      | 1293                    | 264      | 674      | 938              | 72% *                 |
| July 2013      | 1526                    | 379      | 1064     | 1443             | 74%                   |
| August 2013    | 1279                    | 438      | 1668     | 2106             | 164% **               |
| September 2013 | 871                     | 393      | 1256     | 1649             | 189%                  |

\*Introduction of Response Master on 13/06/2013

\*\* Introduction of 8 dedicated staff 20/08/2013

2.5.3 The final column in the table shows the increase in productivity in recent months due to the introduction of Response Master which then allowed lay staff to assist with the backlog.



2.5.4 Three of the original eight seconded CEOs have remained in the office until the end of September to ensure that the number of challenges being dealt with and the age of those challenges is maintained until the office is fully recruited to.

**MiPermit**

2.5.5 The MiPermit virtual permit system has now been introduced in Colchester (from 1<sup>st</sup> October 2013). This now allows all resident and visitor permits to now be purchased via the self-serve system. The NEPP back office is now wholly responsible for the processing of the Borough’s on-street resident and visitor permits in preparation of the impending closure of Angel Court.

2.5.6 New applicants and existing permit holders will now register for the service allowing them to renew and purchase future permits. It will also allow them to purchase visitor permits 24 hours a day.

2.5.7 Once the initial roll out is complete, work will be done to introduce other, more specialist types of permits and dispensations.

2.5.8 Work will then begin to introduce the service across the other districts.

**2.6 Future work**

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

2.6.2 Work is continuing with our software provider to allow for email responses to challenges to be made available to reduce printing and postage costs. It is envisaged that this will be possible within the next couple of months.

## Appendix to 2.3.1

Number of on-street penalty charge notices issued per month, since 2010 in each district which populates graph in 2.3.1 of Operational Report:

|        | BDC | CBC  | EFDC | HDC | TDC  | UDC |
|--------|-----|------|------|-----|------|-----|
| Apr-10 | 369 | 1605 | 1142 | 446 | 424  | 159 |
| May-10 | 359 | 1555 | 1437 | 391 | 767  | 177 |
| Jun-10 | 301 | 1471 | 1271 | 347 | 789  | 142 |
| Jul-10 | 289 | 1293 | 1380 | 397 | 1108 | 172 |
| Aug-10 | 262 | 1758 | 1143 | 380 | 734  | 199 |
| Sep-10 | 321 | 1596 | 1283 | 386 | 607  | 207 |
| Oct-10 | 323 | 1981 | 1284 | 473 | 738  | 249 |
| Nov-10 | 339 | 2057 | 1554 | 897 | 617  | 293 |
| Dec-10 | 235 | 1151 | 1105 | 490 | 314  | 94  |
| Jan-11 | 286 | 1803 | 1448 | 692 | 506  | 132 |
| Feb-11 | 263 | 1464 | 1151 | 795 | 453  | 149 |
| Mar-11 | 290 | 1360 | 1222 | 543 | 216  | 118 |
| Apr-11 | 298 | 1441 | 1081 | 700 | 593  | 139 |
| May-11 | 383 | 1483 | 1079 | 837 | 464  | 146 |
| Jun-11 | 321 | 1449 | 1058 | 900 | 497  | 139 |
| Jul-11 | 344 | 1556 | 1154 | 853 | 747  | 149 |
| Aug-11 | 484 | 1340 | 1059 | 543 | 667  | 196 |
| Sep-11 | 483 | 1257 | 1223 | 567 | 489  | 195 |
| Oct-11 | 467 | 1620 | 1250 | 670 | 588  | 214 |
| Nov-11 | 364 | 1214 | 1319 | 751 | 437  | 186 |
| Dec-11 | 314 | 1123 | 1404 | 703 | 364  | 163 |
| Jan-12 | 403 | 1141 | 1287 | 679 | 445  | 164 |
| Feb-12 | 246 | 843  | 1099 | 451 | 302  | 126 |
| Mar-12 | 321 | 1157 | 1260 | 295 | 487  | 147 |
| Apr-12 | 434 | 1195 | 1074 | 362 | 566  | 194 |
| May-12 | 379 | 1388 | 1200 | 422 | 484  | 202 |
| Jun-12 | 389 | 1171 | 940  | 540 | 525  | 236 |
| Jul-12 | 474 | 1225 | 1091 | 509 | 596  | 275 |
| Aug-12 | 525 | 1249 | 1076 | 449 | 667  | 308 |
| Sep-12 | 504 | 1375 | 723  | 369 | 361  | 261 |
| Oct-12 | 448 | 1491 | 749  | 603 | 376  | 294 |
| Nov-12 | 431 | 1631 | 656  | 818 | 432  | 312 |
| Dec-12 | 459 | 1515 | 603  | 760 | 539  | 209 |
| Jan-13 | 467 | 1565 | 576  | 535 | 470  | 258 |
| Feb-13 | 570 | 1799 | 723  | 545 | 575  | 262 |
| Mar-13 | 437 | 1804 | 905  | 744 | 865  | 256 |
| Apr-13 | 444 | 1790 | 857  | 685 | 921  | 265 |
| May-13 | 373 | 2132 | 947  | 781 | 1002 | 263 |
| Jun-13 | 385 | 1519 | 802  | 858 | 736  | 324 |
| Jul-13 | 446 | 1782 | 748  | 880 | 727  | 322 |
| Aug-13 | 337 | 1331 | 741  | 892 | 461  | 278 |
| Sep-13 | 382 | 1154 | 661  | 610 | 372  | 274 |

**Report to:** The NEPP Joint Committee  
**Date:** 31 October 2013  
**Subject:** Technical Team Update  
**Authors:** Trevor Degville & Shane Taylor  
**Presented by:** Trevor Degville

## 1. Purpose of Report

- 1.1 To update members on the works carried out by the technical team since the last NEPP joint committee meeting in August

## 2.0 Lining work

- 2.1 Lining works have continued throughout the late summer. The technical team will continue to carry out lining works for as long as the weather allows, although experience has shown that October is often the last month that it is worthwhile to continue with thermoplastic works.
- 2.2 Details of the total amount of lining works that have taken place in 2013 will be presented at the next NEPP Committee meeting in January.

## 3.0 Traffic Orders

- 3.1 Permanent traffic orders have been sealed in the following locations

| District   | Road                                  | Type of Restriction                               |
|------------|---------------------------------------|---|
| Tendring   | Stephenson Road                       | Waiting Restriction                               |
| Tendring   | Quay Street Manningtree               | Limited Waiting                                   |
| Tendring   | Colchester Road, Ardleigh             | School Entrance Markings                          |
| Uttlesford | Audley End Road                       | Clearway Restriction                              |
| Uttlesford | High Stile Great Dunmow               | School Entrance Markings                          |
| Uttlesford | Lower Street Stansted<br>Mountfitchet | Waiting Restriction                               |
| Colchester | Drury Road/Maldon Road                | Amendment to permit scheme catchment area         |
| Colchester | Winstree Road                         | Waiting Restrictions                              |
| Colchester | School Road Monkwick                  | School Entrance markings and waiting restrictions |
| Colchester | Rawlings Crescent                     | School Entrance markings and waiting restrictions |
| Braintree  | Church Road, Rivenhall                | School Entrance markings and waiting restrictions |

3.2 Temporary traffic orders have been made in two areas in Tendring. Temporary orders have been used in to allow for any changes that are necessary before permanent orders are advertised.

### 3.3 Harwich Quay Restrictions:

| Road              | Type of Restriction                                 |
|-------------------|---|
| George Street     | No Waiting/No Loading & Clearway                    |
| West Street       | No Waiting/No Loading & limited waiting             |
| Kings Head Street | No Waiting/No Loading                               |
| The Quay          | No Waiting/No Loading & Permit holders & GV loading |
| Church Street     | No Waiting/No Loading                               |
| Eastgate Street   | No Waiting/No Loading                               |
| The Angel         | No Waiting/No Loading                               |
| Kings Quay Street | No Waiting/No Loading & Permit holders              |

3.4 The temporary order has also been used to match the NEPP on-street pay and display tariffs and charging period with those of the near-by parking area operated by Tendring District Council.

3.5 In Mill Street, St Osyth a section on no waiting at any time has been suspended and limited waiting introduced.

### 4.0 Palmerston Road (Epping Forest District)

4.1 Palmerston Road is a large road with a significant traffic flow in Buckhurst Hill. The permanent orders that were in the 2008 consolidation order were amended by a temporary traffic order. This expired in 2009 and since this time the road has had no enforceable traffic orders.

4.2 NEPP officers are working towards sealing a temporary order to make the restrictions that are marked on the carriageway enforceable later this year. The joint committee can then decide if permanent orders are required for the road. If permanent orders are not made the temporary order will expire after 18 months

### 5.0 Current Advertising

Permanent traffic orders are currently being advertised in the following areas

| District  | Road               | Type of Restriction |
|-----------|--------------------|---------------------|
| Braintree | Stone Path Drive   | Waiting Restriction |
| Braintree | Remembrance Avenue | Waiting Restriction |
| Braintree | Church Road        | Waiting Restriction |
| Braintree | Baker Avenue       | Waiting Restriction |
| Braintree | Willow Crescent    | Waiting Restriction |
| Braintree | Arthy Close        | Waiting Restriction |
| Braintree | Woodham Drive      | Waiting Restriction |



|           |                 |                               |
|-----------|-----------------|-------------------------------|
| Braintree | Maldon Road     | Waiting Restriction           |
| Braintree | New Road        | Waiting Restriction           |
| Braintree | Glebefield Road | Waiting Restriction           |
| Braintree | Newland Street  | Disabled Badge Holder parking |

5.1 The technical team plan to next advertise permanent traffic orders in the following locations

| District      | Road             | Restriction         |
|---------------|------------------|---------------------|
| Epping Forest | High Beech Road  | Waiting Restriction |
| Epping Forest | Forest View Road | Waiting Restriction |
| Epping Forest | Connaught Avenue | Waiting Restriction |
| Epping Forest | Borders Lane     | Waiting Restriction |
| Epping Forest | Ladyfields       | Waiting Restriction |
| Epping Forest | Lushes Road      | Waiting Restriction |

5.2 A parking review of Manor Street in Braintree was undertaken by Essex County Council. The advertising and implementation (depending on the results of the advertising) have been passed to the NEPP and the technical team have commenced working on this although we are currently not ready to advertise notices of intention.

## 6.0 Clacton Town Centre Review

6.1 Phase one of the Clacton Town Centre review was completed in August. NEPP officers are now working with Harlow and Tendring District Council officers to implement phase two of this review.

6.2 During phase one the Clacton Town Centre review permanent traffic orders have been introduced in the following roads:

| Road               | Restriction   |
|--------------------|---|
| Agate Road         | Loading Restriction   |
| Anglefield         | Limited Waiting   |
| Beach Road         | Limited Waiting   |
| Beatrice Road      | Disabled Badge Holder Parking, Limited Waiting                                  |
| Colne Road         | Limited Waiting, Loading and Waiting Restrictions                               |
| Edith Road         | Limited Waiting   |
| Hastings Avenue    | Limited Waiting   |
| Hayes Road         | Disabled Badge Holder Parking, Limited Waiting, Waiting and loading restriction |
| High Road          | Disabled Badge Holder Parking, Limited Waiting                                  |
| Jackson Road       | Disabled Badge Holder Parking, Limited Waiting                                  |
| Kings Parade       | Limited Waiting, waiting restriction  |
| Marine Parade East | Limited Waiting, taxi bay, waiting restriction                                  |
| Marine Parade West | Limited Waiting, Bus Stop   |
| Old Road           | Loading Restriction   |
| Orwell Road        | Limited Waiting   |
| Pallister Road     | Limited Waiting   |
| Penfold Road       | Limited Waiting   |
| Pier Avenue        | Loading Restriction, Disabled Badge Holder Parking, Limited                     |

|                    |   |
|--------------------|---|
|                    | Waiting   |
| Pier Gap           | Disabled Badge Holder Parking, introduce dual use bay – taxi/loading            |
| Rosemary Road      | Limited Waiting   |
| Rosemary Road West | Disabled Badge Holder Parking, Limited Waiting, waiting and loading restriction |
| Selsey Avenue      | Limited Waiting   |
| Station Road       | Limited Waiting   |
| The Grove          | Limited Waiting   |
| West Avenue        | Limited Waiting   |

6.3 During phase two of the review traffic orders will be implemented in the following roads.

|                  |  |
|------------------|--|
| Alexandra Road   | Limited Waiting  |
| Alton Road       | Limited Waiting  |
| Carnarvon Road   | Limited Waiting  |
| Ellis Road       | Loading Restriction, Limited Waiting                       |
| Fairfield Road   | Limited Waiting, Waiting and Loading Restriction           |
| Freeland Road    | Loading Restriction  |
| Key Road         | Limited Waiting  |
| Meredith Road    | Limited Waiting, Amendment to resident permit parking area |
| Page Road        | Limited Waiting  |
| St Andrews Road  | Limited Waiting  |
| Tower Road       | Loading Restriction, Limited Waiting                       |
| Vicarage Gardens | Limited Waiting, Waiting and Loading Restriction           |
| Wellesley Road   | Limited Waiting  |

# North Essex Parking Partnership Joint Committee

Item  
**11**

31 October 2013

|                  |   |               |                                |
|------------------|---|---------------|--------------------------------|
| <b>Report of</b> | <b>Treasurer to the Joint Parking Committee</b> | <b>Author</b> | <b>Steve Heath</b><br>☎ 282389 |
| <b>Title</b>     | <b>Annual Return 2012/13</b>                    |               |                                |

**This report presents the audited Annual Return for 2012/13**

## **1. Action required**

- 1.1 To note the publication of the audited Annual Return for 2012/13.

## **2. Supporting information**

- 2.1 The pre-audit draft accounts for the financial year 2012/13 were presented to this Committee on 20 June. The accompanying reports gave information on the major items affecting the 2012/13 accounts.
- 2.2 The Annual Return for 2012/13 was signed by the auditor on 18 September 2013, and is attached as an appendix to this report. This confirms an unqualified opinion. The Auditor does not raise any other matters for the attention of the Joint Committee.

## **3. Financial implications**

- 3.1 The publication of the audited return and Notice of Conclusion of Audit meet a statutory requirement for financial reporting and is an important part of the process to demonstrate accountability in the use of public funds.

## **4. Publicity considerations**

- 4.1 The Notice of Conclusion of Audit and Annual Return have been published on the Colchester Borough Council website. Details of the notice and the Annual Return have been made available to partners.

## **5. Other standard references**

- 5.1 Having considered consultation, equality, diversity and human rights, health and safety and community safety and risk management implications, there are none that are significant to the matters in this report.

## **Appendices**

Appendix 1 - Notice of Conclusion of Audit  
Appendix 2 - Annual Return

**North Essex Parking Partnership  
Joint Committee  
Notice of conclusion of audit and right to inspect the  
Annual Return  
Annual Return for the year ended 31 March 2013**

**Section 14 of the Audit Commission Act 1998  
The Accounts and Audit (England) Regulations 2011 (SI 2011/817)**

The audit of accounts for the North Essex Parking Partnership Joint Committee for the year ended 31 March 2013 has been concluded.

The Annual Return is available for inspection by any local government elector for the area of the North Essex Parking Partnership Joint Committee on application to:

Steve Heath  
Finance Manager  
Colchester Borough Council  
Rowan House,  
33 Sheepen Road,  
Colchester CO3 3WG

e-mail: [financial.accounting@colchester.gov.uk](mailto:financial.accounting@colchester.gov.uk)

Copies will be provided to any local government elector upon request.

This announcement is made by: Steve Heath, Finance Manager

Date: 30 September 2013.

# Small Bodies in England

## Annual return for the year ended

### 31 March 2013

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Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- **Sections 1 and 2** are completed by the person nominated by the body.
- **Section 3** is completed by the external auditor appointed by the Audit Commission.
- **Section 4** is completed by the body's internal audit provider.

**Each body must approve this annual return no later than 30 June 2013.**

#### **Completing your annual return**

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do **not** leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites ([www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)) or from the members area of the Association of Drainage Authorities website ([www.ada.org.uk](http://www.ada.org.uk)).

## Section 1 – Accounting statements 2012/13 for:

Enter name of reporting body here:

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

|  | Year ending        |                    | Notes and guidance   |
|--|--------------------|--------------------|--|
|  | 31 March 2012<br>£ | 31 March 2013<br>£ |  |
| 1 Balances brought forward                                       | 0                  | 446,483            | Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.  |
| 2 (+) Income from local taxation and/or levy                     | 830,387            | 1,106,739          | Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.   |
| 3 (+) Total other receipts                                       | 2,399,343          | 2,172,819          | Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.   |
| 4 (-) Staff costs  | 1,967,647          | 2,230,914          | Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5 (-) Loan interest/capital repayments                           | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).  |
| 6 (-) All other payments   | 815,600            | 1,239,743          | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7 (=) Balances carried forward                                   | 446,483            | 255,384            | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)   |
| 8 Total cash and short term investments                          | 327,431            | 16,320             | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.  |
| 9 Total fixed assets plus other long term investments and assets | 0                  | 0                  | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March   |
| 10 Total borrowings  | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).   |

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

20/06/2013

I confirm that these accounting statements were approved by the body on:

20/06/2013

and recorded as minute reference:

8

Signed by Chair of meeting approving these accounting statements:



Date

20/06/2013

## Section 2 – Annual governance statement 2012/13

We acknowledge as the members of **NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

|  | Agreed – |     | 'Yes' means that the body:  |
|--|----------|-----|---|
|  | Yes      | No* |   |
| 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | ✓        |     | prepared its accounting statements in the way prescribed by law.  |
| 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.   | ✓        |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3 We taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances. | ✓        |     | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.                                    |
| 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓        |     | during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.  |
| 5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓        |     | considered the financial and other risks it faces and has dealt with them properly.   |
| 6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.   | ✓        |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body. |
| 7 We took appropriate action on all matters raised in reports from internal and external audit.  | ✓        |     | responded to matters brought to its attention by internal and external audit.   |
| 8 We considered whether any litigation, liabilities or commitments, events or transactions; occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.                                  | ✓        |     | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.                             |

This annual governance statement is approved by the body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

## Section 3 – External auditor certificate and opinion 2012/13

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of:

**NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor report

~~(Except for the matters reported below)\*~~ on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.  
~~(\*delete as appropriate).~~

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:



(continue on a separate sheet if required)

External auditor signature

External auditor name

**PKF Littlejohn LLP**

Date

18/9/13

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.



## Section 4 – Annual internal audit report 2012/13 to

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

| Internal control objective  | Agreed? Please choose one of the following |     |               |
|---|--|-----|---------------|
|   | Yes  | No* | Not covered** |
| A Appropriate accounting records have been kept properly throughout the year.   | ✓  |     |               |
| B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓  |     |               |
| C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | ✓  |     |               |
| D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | ✓  |     |               |
| E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓  |     |               |
| F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.  |  |     | N/A           |
| G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.  | ✓  |     |               |
| H Asset and investments registers were complete and accurate and properly maintained.   | ✓  |     |               |
| I Periodic and year-end bank account reconciliations were properly carried out.   | ✓  |     |               |
| J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded. | ✓  |     |               |

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

F: THERE ARE NO PETTY CASH PAYMENTS. AN ANNUAL AUDIT OF CAR PARKING INCOME IS CARRIED OUT, WHICH INCLUDES THE COLLECTION OF CAR PARKING INCOME, SECURITY, ACCURACY AND ACCOUNTING.

Name of person who carried out the internal audit: ELFREDA WAUKER

Signature of person who carried out the internal audit: \_\_\_\_\_ Date: 04/06/2013

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guides*\* which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guides*\*.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guides*\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of their audit.

| Completion checklist – 'No' answers mean you may not have met requirements |  | Done?      |
|--|--|------------|
| All sections   | All red boxes have been completed?   | ✓          |
|  | All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit. | ✓          |
| Section 1  | Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?                           | ✓          |
|  | An explanation of significant variations from last year to this year is provided?  | ✓          |
|  | Bank reconciliation as at 31 March 2013 agreed to Box 8?   | SEE REPORT |
|  | An explanation of any difference between Box 7 and Box 8 is provided?  | ✓          |
| Section 2  | For any statement to which the response is 'no', an explanation is provided?   | ✓          |
| Section 4  | All red boxes completed by internal audit and explanations provided?   | ✓          |

\*Note: *Governance and Accountability for Local Councils in England – A Practitioners' Guides*, is available from NALC and SLCC representatives or *Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides*, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

## SCHEME REQUEST FORM FOR HARLOW LHP

| Name of Councillor / Residents Group:    | Location of Scheme:              | Proposed Scheme:   | Date Submitted: |
|--|----------------------------------|--|-----------------|
| Cllr Jon Clempner and<br>Cllr Phil Waite | Little Parndon Primary<br>School | Installation of school safety<br>railing along the footpath<br><br>Installation of zigzag lines<br>outside both entrances<br><br>New and revised traffic<br>orders | 14 June 2013    |

**Requests from Members of the Public in the first instance must be supported by the local Councillors who will be in a position to gather sufficient support for any proposal. Once strong local support for a particular scheme has been provided, and in order for your request to be assessed, please complete the following questions:**

**What is the problem which has resulted in this request?**

*(Describe the issues being faced and the causes of the problems)*

The primary – infant school is quite unique in that it has two entrances on one of the busiest roads (Hodings Road) in Harlow and therefore raises specific issues relating to road safety of children and parents attending the school. The safety issues are further exasperated by the fact that there is a significant blind bend on the road which children and parents have to cross daily. There is no longer a school crossing patrol.



The residents who live opposite park their cars outside their homes (naturally) however, when parents arrive to pick up the children they park on the double yellow lines and ignore all safety issues. Unlike the majority of school in Harlow there are no zigzag lines to protect the pedestrians. Hence the cars is parked on the raised cross over and beyond 5 metres beyond.



### Crossing 2

There is another crossing at the junction of Hoding Road and Hobtoe Road which is equally is unsatisfactory. Parents and children visiting the school have to cross over on a blind bend there is insufficient angle to see around the bend.

What tends to happen as witnessed during my visit is that parents crossing from the school side to the Hobtoe Road side tend to step into the road whilst endeavouring to look around the corner for traffic approaching from the west and in some cases ignoring the risks of oncoming traffic from the east along Hoding road. Frequently pedestrians are left with little or no option to partially cross the road before they can be sure there is no oncoming traffic.

This problem is further exasperated when parents arrive to pick up the children and park on the road directly



### Entrance 2

Entrance has all the problems of entrance however, the issue of parking immediately outside the gate is more prolific with parents vying for the best position to park as near to the gate as is possible regardless of their children's safety and the safety of other road users. Parking on the raised table and the distinct lack of zigzag lines all contribute to what can only be described as the daily chaos outside the school gates.



As you can see where the Taxi is parked is exactly the position of the entrance gate. It is also on the raised crossing for disabled people, parents and children to cross safely. The cars are parked all the way

around the bend on the school side of the road

### Crossing 3



Young children walking out from the school gate endure the daily obstacle course of car drivers who have little regard for the highway code or the safety of children. **For the avoidance of doubt the cars parked outside this entrance are on the crossing**

**What is the suggested area of concern? (Provide accurate location details. You could include a detailed sketch or map of the project area.)**

See note above



### What is to be achieved by the suggested solution?

*(Describe how this project will alleviate the issues described above and what the result that you wish to achieve is.)*

To improve road safety outside the school requires positive actions to be taken and in our view the following would contribute to making the area a safer place for children and road users alike

- a) The introduction of zigzag lines at both entrances and cross overs
- b) Amending existing Traffic Order to - No waiting No loading at any time
- c) Installation of railing on the school side of the road to stop any cars parking school side of the
- d) Extend barriers on cross overs
- e) Advertise new traffic order outside entrance 2 and extend no parking further along Hodings road.

### Fund Options

a), and b) could form part of a bid to submitted to the North Essex Parking Partnership either it is funded by NEPP

c) and d) the installation of the approximately 120 metres safety railings could come from LHP funds

**An example of how the scheme should look minus the zebra crossing is William Martin School**



Note the lines of sight for William Martin are much clearer for all users as opposed to Little Parndon school which has a significant bend that stops road users, parents and children from having a clear line of sight.

**What evidence is there of the need for this solution?**

*(This can be provided through a survey, questionnaire, copy of letters received, petition, photos, etc.)*

The school has over the past 3 years endeavoured to deal with issues by holding safety programmes with parents and Children, as well as the safer journey to schools programme and held events at the school to encourage safer parking by parents.

Improvements to the crossing areas are within the School travel plan and requests for Zig Zag lines were sent to Essex in March 2009

The school regularly requests that parents do not park outside the school gate in its newsletters to parents

From 2010 the school has worked with its PCSO so there are regular patrols outside the school at the end of the day and warning notices have been given to parents parking in the pavements and double yellow lines.

In 2011 and 2012 the school has carried out speed checks, with children working along -side the PCSO to talk to drivers

In March 2012 the school wrote to Harlow Traffic wardens requesting regular patrols as a parents and child were nearly knocked over as they had to cross between two parked cars

In November 2012 the school, members of the Governing Body and parents wrote to Essex to request that they continued to provide a crossing patrol officer but the requests failed

In May 2013 the School Council prepared and put up posters along the school entrances asking drivers not to park on the double yellow lines.

In June 2013 the School Council formed a petition and collected signatures from parents asking for changes to the parking at the front of the school.

The school has agreed a joint use agreement with the tenant of The Shark public house to use the car park as a pick up and drop of area.

The risk has further increased with the withdrawal of funds for the school crossing patrol.

The attachments show the extent of the most recent petition and a complaint from one of the parents.

As the head teacher of Little Parndon School I disappointed and concerned that we have been unable secure the support of some parents and carers of the children who are delivered to and picked up from the school and who by virtue of their inconsiderate parking place all our other parents, visitors and children's safety at risk. The school governors and I are of the view that unless the actions recommended within this paper are implemented there is a continued risk to everyone attending the school.

Emma Bloomfield  
Head teacher  
Little Parndon Primary School  
[headteacher@littleparndon.essex.sch.uk](mailto:headteacher@littleparndon.essex.sch.uk)

Please tick the boxes to confirm that the proposal has the support of the following stakeholders:

---

**County Councillor**

**District Councillor**

**Residents Association**

Please forward completed form to: [rissa.long@essex.gov.uk](mailto:rissa.long@essex.gov.uk)  
With **HARLOW LHP REQUEST** written in the subject box





## NORTH ESSEX PARKING PARTNERSHIP (NEPP)

## FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS AND REPORTS 2013-14

| COMMITTEE / WORKING GROUP                       | DRAFT REPORT DUE DATE | CLIENT OFFICER MEETING                                   | JOINT COMMITTEE MEETING   | MAIN AGENDA REPORTS  | AUTHOR   |
|---|-----------------------|--|---|--|--|
| Joint Committee Workshop                        |                       |  | 28 May 2013<br>12.15pm<br>The Lounge, Town Hall Centre, BRAINTREE                   |  |  |
| Joint Committee for On/Off Street Parking (AGM) |                       |  | 20 June 2013<br>12.00 pm<br>G3, Rowan House, Sheepen Road, COLCHESTER               | Statement of Accounts<br>AGS / Risk Register<br>Finance Report<br>Operational Report                   | Steve Heath (CBC) 01206 282389<br>Hayley McGrath (CBC) 01206 508902<br>Richard Walker (PP)/Samantha Sismey<br>Richard Walker / Lou Belgrove (PP) |
| Joint Committee for On/Off Street Parking       | 11 July 2013          | 18 July 2013<br>10-12pm<br>G6, Rowan House Colchester    | 8 August 2013<br>1.00 pm<br>Committee Room 1, Causeway House, BRAINTREE             | Operational Report<br>TRO schedule for approval<br>TRO Policy report<br>Technical Team Update          | Lou Belgrove (PP)<br>Trevor Degville / Shane Taylor (PP)<br>Trevor Degville / Shane Taylor (PP)<br>Trevor Degville / Shane Taylor (PP)           |
| Joint Committee for On/Off Street Parking       | 26 Sept. 2013         | 3 October 2013<br>10-12pm<br>S16, Rowan House Colchester | 31 October 2013<br>12.00 pm<br>Committee Room 2, Civic Offices, High Street, EPPING | Budget – Progress report<br>Permits and Pay and Display report<br>Operational Report<br>Media Protocol | Richard Walker / Samantha Sismey<br>Richard Walker<br>Lou Belgrove (PP)<br>Sarah Ward  |

| COMMITTEE / WORKING GROUP                        | DRAFT REPORT DUE DATE | CLIENT OFFICER MEETING                                       | JOINT COMMITTEE MEETING  | MAIN AGENDA REPORTS   | AUTHOR   |
|--|-----------------------|--|--|---|--|
|  |                       |  |  | Technical Team Update   | Trevor Degville  |
| <b>Joint Committee for On/Off Street Parking</b> | 12 Dec. 2013          | 19 Dec 2013<br>10-12pm<br>S16, Rowan House<br>Colchester     | 8 January 2014<br>1.00pm<br>Council Chamber,<br>TENDRING                 | Interim review of Risk Register<br><br>TRO schedule for approval<br><br>TRO Progress report<br><br>Operational Report | Hayley McGrath (CBC) 01206 508902<br><br>Trevor Degville / Shane Taylor (PP)<br><br>Trevor Degville / Shane Taylor (PP)<br><br>Lou Belgrove (PP) |
| <b>Joint Committee for On/Off Street Parking</b> | 30 Jan. 2014          | 6 February 2014<br>10-12pm<br>S16, Rowan House<br>Colchester | 6 March 2014<br>1.00pm<br>Griffen Suite, Latton<br>Bush Centre<br>HARLOW | Budget – Progress report<br><br>CCTV Car – appraisal<br><br>Operational Report  | Richard Walker / Samantha Sismey<br><br>Richard Walker (PP)<br><br>Lou Belgrove (PP)   |

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker  
 Parking Manager, Lou Belgrove  
 Technical Services, Trevor Degville  
 Technical / TROs, Shane Taylor  
 Service Accountant, Samantha Sismey  
 Governance, Richard Clifford  
 Media, Sarah Ward

[richard.walker@colchester.gov.uk](mailto:richard.walker@colchester.gov.uk) 01206 282708  
[Christine.Belgrove@colchester.gov.uk](mailto:Christine.Belgrove@colchester.gov.uk) 01206 282627  
[trevor.degville@colchester.gov.uk](mailto:trevor.degville@colchester.gov.uk) 01206 507158  
[shane.taylor@colchester.gov.uk](mailto:shane.taylor@colchester.gov.uk) 01206 507860  
[Samantha.sismey@colchester.gov.uk](mailto:Samantha.sismey@colchester.gov.uk) 01206 506025  
[richard.clifford@colchester.gov.uk](mailto:richard.clifford@colchester.gov.uk) 01206 507832  
[sarah.ward@colchester.gov.uk](mailto:sarah.ward@colchester.gov.uk) 01206 508098



# North Essex Parking Partnership

## Joint Working Committee Off-Street Parking

Committee Room 2, Civic Offices, High  
Street, Epping

**31 October 2013 at 12.00 pm**

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



# North Essex Parking Partnership

## Joint Committee Meeting – Off-Street

Thursday 31 October 2013 at 12.00 pm

Committee Room 2, Committee Room 2, High Street, Epping

### Agenda

#### Attendees

##### Executive Members:-

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

##### Non Executive Members:-

Eddie Johnson (ECC)

##### Officers:-

Lou Belgrove (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest)  
Amanda Chidgey (Colchester)  
Joe McGill (Harlow)  
Paul Partridge (Braintree)  
Liz Burr (ECC)  
Andrew Taylor (Uttlesford)  
Shane Taylor (Parking Partnership)  
Richard Walker (Parking Partnership)  
Sarah Ward (Colchester)  
Leah Whitwell (Braintree/Colchester)  
Matthew Young (Colchester)

- |   | <b>Introduced by</b> | <b>Page</b> |
|---|----------------------|-------------|
| <b>1. Welcome &amp; Introductions</b>   |                      |             |
| <b>2. Apologies</b><br>Councillor Rodney Bass (Essex County Council)  |                      |             |
| <b>3. Declarations of Interest</b><br>The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.                    |                      |             |
| <b>4. Have Your Say</b><br>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. |                      |             |
| <b>5. To approve the draft minutes:</b><br>Off-Street Parking Joint Committee – 8 August 2013   |                      |             |
| <b>6. Operational Update</b><br>To consider and note the operational progress since the last meeting on 8 August 2013.  | <b>Lou Belgrove</b>  | <b>1-2</b>  |
| <b>7. Urgent items</b><br>To announce any items not on the agenda which the Chairman has agreed to consider.  |                      | <b>3-5</b>  |

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

**8 August 2013 at 1.00pm  
Causeway House, Bocking End Braintree**

Executive Members Present:-

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

Apologies: -

Councillor Rodney Bass (Essex County Council)  
Councillor Phil Waite (Harlow District Council)  
Councillor Eddie Johnson (Essex County Council)

Also Present: -

Ms. Lou Belgrove (Parking Partnership)  
Mrs. Amanda Chidgey (Colchester Borough Council)  
Mr. Robert Judd (Colchester Borough Council)  
Mr. Paul Partridge (Braintree District Council)  
Mr. Jeremy Pine (Uttlesford District Council)  
Mr. Miroslav Sihelsky (Harlow District Council)  
Mr. Shane Taylor (Parking Partnership)  
Mr. Richard Walker (Parking Partnership)  
Ms. Sarah Ward (Colchester Borough Council)  
Ms. Leah Whitwell (Braintree / Colchester)  
Mr. Matthew Young (Colchester Borough Council)

Apologies:-

Mr. Trevor Degville (Parking Partnership)  
Mr. Qasim Durrani (Epping Forest District Council)  
Mr. Joe McGill (Harlow District Council)  
Ms. Liz Saville (Essex County Council)  
Mr. Andrew Taylor (Uttlesford District Council)

**7. Declarations of Interest**

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

**8. Minutes**

*RESOLVED* that the Joint Committee confirmed the minutes of the meeting held on 20 June 2013 as a correct record, subject to the following amendments;

In attendance;

Councillor Robert Mitchell (Braintree District Officer) to read (Braintree District Council)

Councillor Derrick Louis to read Councillor Rodney Bass

Councillor Nick Turner to be removed from the list.

## **9. Operational Report**

Ms. Lou Belgrove (Parking Partnership) presented the Operational Report for Off-Street Parking. The report provided an update on the operational issues since the last meeting and some further information requested at the June meeting.

Ms. Belgrove confirmed that the number of Penalty Charge Notices issued in the east was showing an increase following the recent consultation with staff.

*RESOLVED* that the Committee noted the Operational Report for On-Street Parking.

**Report to:** Off – Street Sub Committee, Parking Partnership

**Date:** 31<sup>st</sup> October 2013

**Subject:** Operational Update

**Author:** Lou Belgrove, NE Parking Partnership

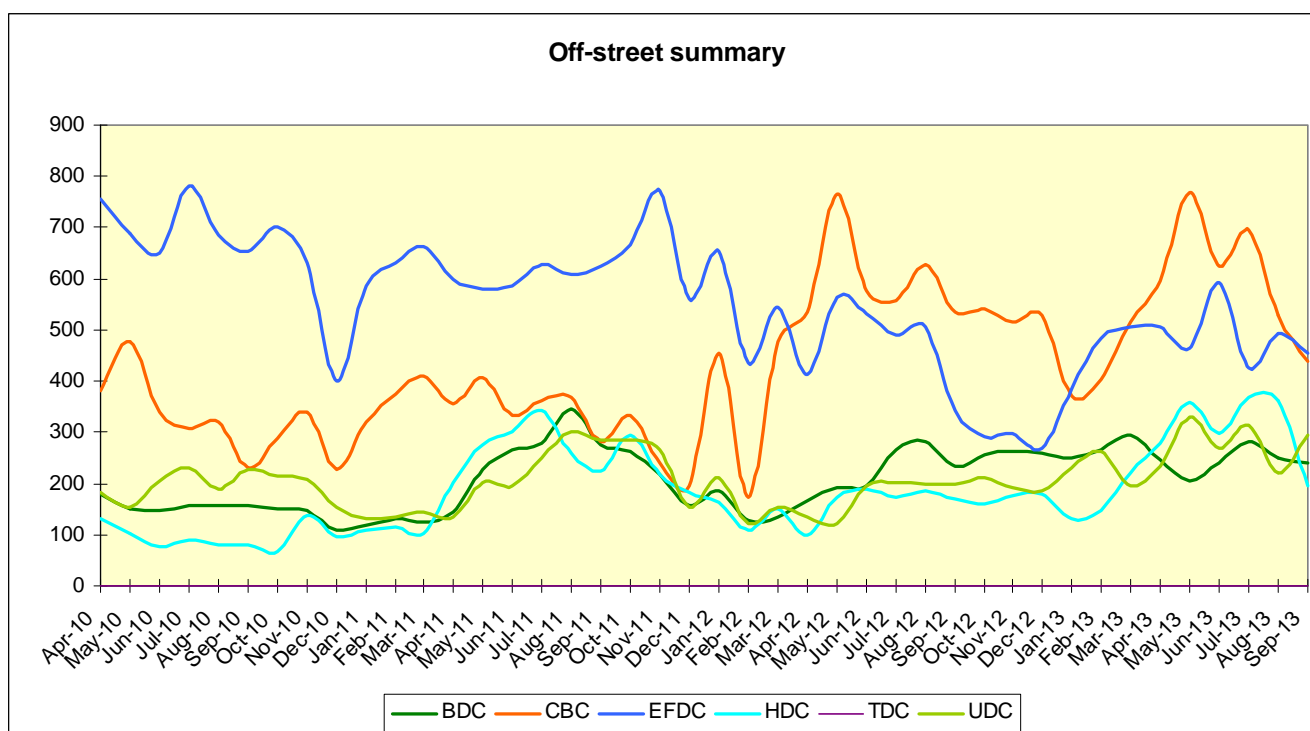
**Presented by:** Lou Belgrove, Business Manager, NE Parking Partnership

**1. Introduction and Purpose of Update**

- 1.1 The paper gives Members an update of operational progress since the last meeting in August 2013.
- 1.2 The paper is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

**2.0 Off - Street Performance measure**

- 2.1 The following chart shows the issue rate of all Penalty Charges for the off-street parking function. – please see appendix for actual figures.





2.3.1 Consistency has been seen overall and follows a similar pattern of issue to the last year at a similar time. A summary is given below:

- **Harlow** – continues to improve with numbers rising since last year, returning to figures of previous years.
- **Epping Forest** – The issue rate is consistent, although numbers have been lower over previous months. Intervention in deployment patterns has been made to assist with more consistent coverage.
- **Uttlesford** – The pattern of issues has increased recently compared to previous years, due to smarter deployment.
- **Braintree** – The rate of issue has increased and, similar to Uttlesford, the change over the year is represented by the better deployment.
- **Colchester** – The rate of issue is consistent with last year and has increased since previous years.

### 3.0 *Season Tickets*

3.1 The table below details the number of season tickets purchased over the last three financial years:

|                      | Braintree  | Colchester | Epping    | Uttlesford | Harlow     | Tendring |
|----------------------|------------|------------|-----------|------------|------------|----------|
| 2013/14              | 342 so far | 127 so far | 85 so far | 180 so far | 131 so far | N/A      |
| Oct 2012 – Sept 2013 | 752        | 303        | 346       | 352        | 267        | N/A      |
| 2012/13              | 751        | 387        | 258       | 370        | 308        | N/A      |
| Oct 2011 – Sept 2012 | 748        | 481        | N/A       | 403        | 375        | N/A      |
| 2011/12              | 753        | 509        | N/A       | 399        | 296        | N/A      |
| Oct 2010 – Sept 2011 | 798        | 494        | N/A       | 408        | 215        | N/A      |

3.2 Season ticket purchases seem to remain consistent with the exception being Colchester which continues to suffer since the introduction of the special offer tariffs in a number of their car parks.

### 4.0 *Future work*

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

## Appendix to 2.1 of Off-Street Operational Report

Number of off-street penalty charge notices issued per month, since 2010 in each district which populates graph in 2.1 of Operational Report:

|        | BDC | CBC | EFDC | HDC | TDC | UDC |
|--------|-----|-----|------|-----|-----|-----|
| Apr-10 | 178 | 382 | 757  | 131 | 0   | 182 |
| May-10 | 152 | 477 | 690  | 103 | 0   | 155 |
| Jun-10 | 146 | 338 | 650  | 78  | 0   | 204 |
| Jul-10 | 157 | 306 | 782  | 89  | 0   | 231 |
| Aug-10 | 156 | 321 | 685  | 81  | 0   | 189 |
| Sep-10 | 158 | 232 | 653  | 81  | 0   | 229 |
| Oct-10 | 150 | 287 | 700  | 67  | 0   | 213 |
| Nov-10 | 147 | 339 | 631  | 139 | 0   | 209 |
| Dec-10 | 110 | 227 | 400  | 95  | 0   | 155 |
| Jan-11 | 118 | 319 | 587  | 110 | 0   | 131 |
| Feb-11 | 131 | 376 | 632  | 116 | 0   | 136 |
| Mar-11 | 124 | 410 | 662  | 103 | 0   | 145 |
| Apr-11 | 144 | 355 | 599  | 202 | 0   | 135 |
| May-11 | 228 | 406 | 581  | 275 | 0   | 203 |
| Jun-11 | 265 | 332 | 586  | 302 | 0   | 195 |
| Jul-11 | 279 | 363 | 629  | 342 | 0   | 250 |
| Aug-11 | 345 | 367 | 607  | 259 | 0   | 301 |
| Sep-11 | 276 | 281 | 623  | 223 | 0   | 285 |
| Oct-11 | 262 | 332 | 667  | 294 | 0   | 285 |
| Nov-11 | 218 | 239 | 771  | 217 | 0   | 266 |
| Dec-11 | 156 | 194 | 561  | 181 | 0   | 153 |
| Jan-12 | 185 | 456 | 653  | 164 | 0   | 210 |
| Feb-12 | 129 | 172 | 436  | 108 | 0   | 122 |
| Mar-12 | 133 | 477 | 546  | 151 | 0   | 154 |
| Apr-12 | 167 | 535 | 414  | 100 | 0   | 134 |
| May-12 | 191 | 767 | 563  | 174 | 0   | 123 |
| Jun-12 | 195 | 578 | 532  | 188 | 0   | 194 |
| Jul-12 | 266 | 557 | 489  | 172 | 0   | 201 |
| Aug-12 | 281 | 627 | 506  | 187 | 0   | 199 |
| Sep-12 | 233 | 535 | 342  | 170 | 0   | 198 |
| Oct-12 | 255 | 541 | 293  | 161 | 0   | 210 |
| Nov-12 | 263 | 516 | 297  | 176 | 0   | 191 |
| Dec-12 | 260 | 527 | 269  | 180 | 0   | 187 |
| Jan-13 | 250 | 372 | 383  | 131 | 0   | 231 |
| Feb-13 | 266 | 403 | 485  | 148 | 0   | 264 |
| Mar-13 | 295 | 516 | 505  | 222 | 0   | 196 |
| Apr-13 | 246 | 596 | 507  | 280 | 0   | 233 |
| May-13 | 206 | 770 | 466  | 360 | 0   | 331 |
| Jun-13 | 239 | 626 | 592  | 299 | 0   | 268 |
| Jul-13 | 281 | 696 | 427  | 367 | 0   | 315 |
| Aug-13 | 250 | 528 | 493  | 361 | 0   | 220 |
| Sep-13 | 240 | 439 | 456  | 196 | 0   | 294 |