North Essex
Parking Partnership

Joint Committee
On-Street Parking

Online meeting, hosted on Zoom and livestreamed on YouTube

10 December 2020 at 1.00pm

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

Information for Members of the Public

Access to information and meetings

- You have the right to observe meetings of the Joint Committee, including those which may be conducted online such as by live audio or video broadcast / webcast. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published. Dates of the Joint Committee's future meetings are available here: http://www1.parkingpartnership.org/north/committee.

- Occasionally certain issues, for instance commercially sensitive information or details concerning an individual, must be considered in private. When this is the case an announcement will be made, the live broadcast will end, and the meeting will be moved to consider the matter in private.

Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. For online meetings of the Joint Committee, a written contribution to each meeting of no longer than 500 words may be made by each person which should be submitted via the form accessed by this link, before noon on the working day before the meeting date: North Essex Parking Partnership Have Your Say!

- Members of the public may also address the Joint Committee directly, for up to three minutes, if they so wish. If you would like to know more about the Have Your Say! arrangements for the Parking Partnership's Joint Committee, or request to speak, please email: democratic.services@colchester.gov.uk

  If you wish to address the Joint Committee directly, the deadline for requesting this is noon on the working day before the meeting date.

North Essex Parking Partnership

Terms of Reference of the Joint Committee

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

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

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

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

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

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

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

The Joint Committee has the following specific responsibilities:

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

Strategic Planning

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

Committee Operating Arrangements

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

Service Delivery

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

Monitoring

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

Decision-making

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

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

Accountability & Governance

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

North Essex Parking Partnership
Joint Committee Meeting – On-Street
Thursday 10 December 2020. Meeting held on Zoom
Livestreamed on Colchester Borough Council's
YouTube Channel

Attendees

Executive Members:-
Cllr Nigel Avey (Epping Forest)
Cllr Michael Danvers (Harlow)
Cllr Deryk Eke (Uttlesford)
Cllr Mike Lilley (Colchester)
Cllr Robert Mitchell (Essex)
Cllr Richard van Dulken (Braintree)
Cllr Michael Talbot (Tendring)

Officers:-
Lou Belgrove (Parking Partnership)
Liz Burr (Essex County Council)
Jason Butcher (Parking Partnership)
Rory Doyle (Colchester)
Qasim Durrani (Epping Forest)
Owen Howell (Colchester)
Linda Howells (Uttlesford)
Samir Pandya (Braintree)
Miroslav Sihelsky (Harlow)
Ian Taylor (Tendring)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
James Warwick (Epping Forest)

Agenda

		Introduced by	Page
1.	**Welcome & Introductions**		
2.	**Apologies and Substitutions**		
3.	**Declarations of Interest** The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4.	**Have Your Say** The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5.	**Minutes** To approve as a correct record the draft minutes of the Joint Committee meeting held on 25 June 2020.		**7-12**

Continues overleaf

6.	**On-Street Budget Update** This report asks the Committee to review and comment on the most recent financial position for 2020-21. Details for the proposed budget for 2021-22 will be provided at this meeting, if possible, for consideration.	**Richard Walker**	**13-16**
7.	**NEPP Surplus Fund – Project Progress Reports** This report requests the Committee note the progress of NEPP surplus fund projects and recommends that Members reject three funding bids that were 'Conditionally Approved' by the Committee in January 2020.	**Richard Walker**	**17-24**
8.	**Obstructive and Footway Parking Update** Verbal update on developments.	**Richard Walker**	**N/A**
9.	**Forward Plan 2020-21** To note the North Essex Parking Partnership Forward Plan for 2020-21 and agree the future meeting dates for 2021-22.	**Owen Howell**	**25-28**

NORTH ESSEX PARKING PARTNERSHIP
JOINT COMMITTEE FOR ON-STREET PARKING

1 October 2020 at 1.00pm
Online meeting, held on Zoom and broadcast via the YouTube channel of Colchester Borough Council.

Members Present:

Councillor Nigel Avey (Epping Forest District Council)
Councillor Michael Danvers (Harlow District Council)
Councillor Richard Van Dulken (Braintree District Council)
Councillor Deryk Eke (Uttlesford District Council)
Councillor Mike Lilley (Colchester Borough Council) (Deputy Chairman)
Councillor Robert Mitchell (Essex County Council) (Chairman)

Substitutions:

None.

Apologies:

Councillor Michael Talbot (Tendring District Council)

Also Present:

Richard Walker (Parking Partnership)
Lou Belgrove (Parking Partnership)
Liz Burr (Essex County Council)
Trevor Degville (Parking Partnership)
Rory Doyle (Colchester Borough Council)
Qasim Durrani (Epping Forest District Council)
Jake England (Parking Partnership)
Linda Howells (Uttlesford District Council)
Samir Pandya (Braintree District Council)
Miroslav Sihelsky (Harlow Council)
Ian Taylor (Tendring District Council)
James Warwick (Epping Forest District Council)

74. Have Your Say!

Dr Andrea Fejős and Professor Christopher Willett attended and, with the permission of the Chairman, addressed the meeting to ask that proposed Traffic Regulation Order (TRO) T29664816 [Manor Road, Colchester] be approved. Although the TRO had been recommended for rejection by Colchester Borough Council, due to lack of local support, Dr Fejős argued that the Committee could still approve it.

The TRO had been requested by Dr Fejős and Professor Willett in order to stop vehicles parking in front of a flat's front window which they noted was the only alternative exit/fire escape for the property. It would prevent such parking and involve moving the parking space to further along the road, on the opposite side of the road. Councillor Mike Lilley (Colchester Borough Council) explained that the area was covered by a parking permit scheme, with the only available parking spaces being bays, thus necessitating the support of a majority of residents for any new traffic regulation to change the available parking. The spaces mentioned were already often used by commercial vehicles, however if evidence of resident support could be shown, Councillor Lilley explained that the TRO could be reconsidered the following year.

The Committee asked questions about the road and kerb outside the property in question. Professor Willett explained that work had been recently done by private contractors to improve an unkempt gulley. The County Council Highways department had been informed, however the area itself was not considered part of the highway.

The Committee discussed whether alternative measures could be instituted to solve the problem, such as use of an H bar. Trevor Degville, Parking Technical Manager, noted that the only solution would be to remove the parking, however the reasons provided [primarily lack of local support] were why this was recommended for rejection. A Committee member did however request that alternative possibilities be explored and reviewed by officers.

Professor Willett stressed the unreasonableness of high-sided vehicles parking and obstructing the window. The Chairman directed that this issue be discussed with officers following the meeting to give further examination of the situation.

Councillor Rod Jones, Uttlesford District Council and Great Dunmow Town Council, attended and, with the permission of the Chairman, addressed the meeting to support proposed Traffic Regulation Order (TRO) T8560459 [Godfrey Way, Great Dunmow] which had been recommended for approval. Visitors parking in the street were obstructing residents' parking and the thoroughfare. Restrictions would prevent the problems and remove obstructions.

75. Minutes

Councillor Mike Danvers queried why most contributions recorded in the minutes were ascribed to 'the Committee' or 'a member of the Committee' rather than to

identified individual members.

RESOLVED that the minutes of the Joint Committee meeting held on 25 June 2020 were confirmed as a correct record.

76. Traffic Regulation Order Application Decision Report

Councillor Mitchell declared a non-pecuniary interest in scheme T174114475 [High Street, Kelvedon] and therefore left the meeting during discussion of the Braintree schemes.

Trevor Degville, Parking Technical Manager, introduced the report and recommended decisions, as submitted by the partner district and borough authorities. The report presented proposed TROs for the following year, and the recommendation from the appropriate local authority as to whether to approve, reject or defer each one. It was noted that there were more proposed for the coming year as waiting restrictions on bends no longer counted towards the quota of six schemes proposed for approval by each local authority. The Chairman then gave an overview of the approval, design and implementation process for new schemes. This went from local authority consideration, to recommendation to the Joint Parking Committee. Once approved, schemes were designed and planned over the Winter and then implemented the following Spring.

A member of the Committee queried how a TRO could be removed or changed to reflect a change in circumstance or demand. It was explained that schemes can be fine-tuned where necessary and that existing schemes would be amended over coming years.

The applications recommended by Uttlesford for approval were all approved by the Committee, being T8560459, T18396735, T18555702, T21435336 and T21459249. Application T7620142 was deferred.

[At this point, Councillor Mitchell left the meeting, having declared an interest]. Councillor Lilley chaired the meeting for the discussion of Braintree's schemes. The applications recommended by Braintree for approval were all approved by the Committee, being T267259210, T15357706, T23412799, T174114475, T153929810. Application T20446337 was deferred.

[Councillor Mitchell re-joined the meeting]. Councillor Danvers presented the Harlow schemes proposed for approval, explaining that a number of them were for school safety. The Parking Technical Manager informed members that the Partnership were moving to use double-red lines outside of schools [instead of zig-zags]. These could be enforced using CCTV or 'Parksafe' vehicles. The applications recommended by Harlow for approval were all approved by the Committee, being T22410535, T26422261, T27611206, T27614513, T27634136 and T16638968.

The Colchester schemes were introduced by Councillor Lilley, who explained that most were for junction protection and therefore were not counted towards the

limit of six schemes. Councillor Lilley confirmed that the residents who had spoken at the meeting about Manor Road would be contacted to discuss the problem they had raised and that a scheme would be reconsidered if local support could be shown. The applications recommended by Colchester for approval were all approved by the Committee, being T21365603, T19379733, T19381166, T19469718, T14362139, T15291502, T22592695, T19741980 and T104751311.

Ian Taylor, Head of Public Realm, Tendring District Council, confirmed that Councillor Michael Talbot had approved the recommendations put forward from Tendring District Council, which included a number of junction protection schemes. The applications recommended by Tendring for approval were all approved by the Committee, being 50122, T15394746, T14639662, T14644039, T20562948, T20645046, T20650006, T20581649, T205709910 and T17562405.

Councillor Nigel Avey introduced the Epping Forest schemes and it was explained that there were more than six, with a number of schemes being of types not counted towards the annual limit. The applications recommended by Epping Forest for approval were all approved by the Committee, being 60007, 60157, T103023910, T267051910, T21399017, T25439219, T22681295, T18382466, T19298873, T13419282, T18943800 & T15448472 and T13488598.

The Parking Technical Manager gave an overview of the previously approved schemes. Much work had been possible, even under Covid-19 restrictions.

RESOLVED that: -

All applications recommended for approval by the partner authorities, as included in the agenda, be approved by the Joint Committee

77. Finance Report to end of period 5 2020/21

Richard Walker, NEPP Group Manager, gave an overview of the Partnership's financial position, giving assurance that a reserve had always been kept in case of need, should an unforeseen reduction in income be experienced, such as the Covid-19 crisis, which had been very bad on finances. The projections made in the report were 'worst-case' numbers.

Savings had been made by furloughing some enforcement officers and through lowered costs from parking charge notices not being issued during the suspension of parking enforcement. The suspension meant that no expected parking charge income for April to June had been collected, however there had been a small income from older tickets being paid off. The handling of this and of the 3-month extensions to resident permits had resulted in compliments being made by service users, and online communications with customers were strong.

All additional costs were expected to be covered by the Partnership's reserves. The Committee discussed areas of spending, including the purchase of two extra cars in 2019-20 and two in 2020-21. These were for use by Civil Enforcement

Officers (CEOs) and would help safeguard them by minimising contact with members of the public not carrying out social distancing correctly.

Councillor Mike Danvers enquired as to whether it would be possible for cash collection machines in Harlow to be updated to process card payments. The Group Manager recommended that the MiPermit system of paying for parking was best. This could easily be accessed via smartphone and avoided physical contact with payment machines. MiPermit was already operating in Harlow and the Partnership could look at ways to promote and increase its use.

RESOLVED that the Committee noted the Finance Report's content.

78. Annual Report Data for 2019/20

RESOLVED that the Committee approved the data and the report in which it was shown.

79. Obstructive and Footway Parking Update

Richard Walker, Partnership Group Manager, provided an update on the situation regarding obstructive parking and the current consultation being held to seek views on the management of pavement parking and the Traffic Regulation Order making process. The Partnership would respond, but individual submissions could also be made. The three main possibilities were discussed, namely: Change highway regulations and the TRO process, decriminalise footway parking, or potentially regulating against all footway parking.

The Group Manager explained the background to this issue, the work done on it by the Transport Select Committee and their recommendations. The Partnership was in favour of making permanent the simplification of the TRO process and of decriminalising obstructive parking (to allow civil enforcement of the offence). The Group Manager recommended against full prohibition of all footway parking as this would not permit any use of discretion by enforcement authorities in deciding when and where enforcement was appropriate. Enforcement could then be decided according to local policy and be limited to where obstructions were found, rather than any instance of footway parking.

The Chairman detailed the situation regarding junction enforcement, where currently only the police could enforce against junction parking/obstruction, unless double-yellow lines are marked on the junction. This prevented CEOs from using their ability to enforce against obstructions and it wasted police resources.

Members of the Committee discussed what could be covered by their individual responses to the consultation, including ways to best use resources and officer time. A Committee member suggested that all parish and town councils be informed about the consultation and encouraged to participate.

RESOLVED that the Committee noted the Footway Parking Consultation being undertaken by the Government.

80. Forward Plan 2020-2021

The Chairman outlined the expectation that a future meeting would be used to look at existing TROs/schemes which had been identified as needing changes or amendments to reflect changes in circumstance or changes in car use.

It was noted that venues would be removed from the Forward Plan until such time as in-person meetings were again possible.

In response to questions, the Chairman explained that there used to be a sub-committee for off-street parking, but this had been folded into the Joint Committee and off-street matters were now conducted between the Partnership and each local authority in a series of separate meetings. It was clarified that only four of the partner local authorities utilised the Parking Partnership's services to administer their off-street parking.

RESOLVED that the Forward Plan 2020-21 be approved.

North Essex Parking Partnership

Meeting Date:	10th December 2020
Title:	Finance Report to end of period 7 2020/21
Authors:	Richard Walker, Group Manager / Lou Belgrove, Business Manager
Presented by:	Richard Walker, Lou Belgrove

The report sets out the financial position for NEPP at the end of period 7 (October) 2020/21 and asks Members to approve the 2021/22 budget.

1. Decision(s) Required

1.1. Note the financial position at the end of period 7 (October) 2020/21

1.2. Approve the budget for 2021/22.

2. Reasons for Decision(s)

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

3. Alternative Options

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

4. Supporting Information – Operations 2020/21 Financial Year to date

4.1. With the outbreak of Covid-19 in March 2020 and the first of the enforced National Government lockdown being brought into force, NEPP followed national advice and ceased patrols operations and enforcement across all districts, and the validity of annual permits was extended by three months.

4.2. During the second lockdown, NEPP operations carried on in the main, with minor amendments being made to enforcement priorities to assist the public in residential areas and the validity of annual resident permits were once again extended by a further month; this is not yet reflected in the financial table which runs only to the end of October.

4.3. The Management team, Business Unit and Technical Team all remained operational throughout lockdown. Nine of NEPP's enforcement staff were furloughed during the first lockdown, with other officers being utilised were possible to assist other Service areas.

4.4. Expenditure remained consistent and as expected due to the level of service still being provided. Service levels returned to pre-lockdown levels in phases, during the summer, with income slowly showing signs of recovery prior to the second lock-down.

4.5. Details of the NEPP current financial position are set out in Appendix 1.

5. Financial Implications/Covid-19 Impact

5.1. As a result of the National Lockdowns, income is somewhat depleted. A “worst case scenario” has been set out in the Financial Table in Appendix 1, based on the information we currently have available to us and does not include any Furlough repayment or other Grants that we may receive from National Government.

5.2. It is forecast that the impact of Covid-19 will not be as great as shown by the final out-turn if operations are allowed to continue for the remainder of the year as they would normally be expected, however note that – as mentioned in paragraph 4.2 – that further restrictions have been in place.

5.3. The budget is set each year in line with the medium-term plan, particularly in support of the TRO (Traffic Regulation Order) programme from reserves, alongside investments in the operational projects.

5.4. The surplus on the On-Street account transferred into the Civil Parking Reserve at the end of 2019/20 totalled £286k (rounded). This consisted of an actual in-year surplus of £101k combined with the expected costs of TRO works (£185k) which has been vired back to the Reserve because enough surplus was achieved in year to cover the costs.

5.5. If favourable operating conditions continue throughout the winter, and without further emergency measures being imposed, a small year-end debtor amount may be possible. Whilst this may be more than negated by the emergency, when combined with last year’s £286k surplus, this will go towards overcoming any deficit position.

5.6. With the Reserve standing at approx. £1.6m, any shortfall will be drawn down to ensure a breakeven position.

5.7. It is hoped that despite the draw on the Reserve, little impact will be had on the planned project spend; we do need to remain prudent however, and no further project reserve bids will be accepted this year.

5.8. An application has been made to National Government for Grant money to repay any lost income, and we are waiting to hear whether this has been successful or not. If any repayment is granted for the Furlough scheme, this will be net off against any grant received for lost income.

5.9. Expenditure in areas for employees is on target for the year and should be read together with the statement above about income Grant and Furlough.

5.10. The Supplies and Services costs currently appear to be under budget, although this is predicted to out-turn at around £625k, with a large proportion of this estimate being due to additional red routes , signage, and other amendments made during the emergency, which would normally being paid for from the Reserve - although shown within the in-year budget. These schemes have, however, effectively brought forward future schemes enabling patrols of greater areas when things return to normal.

5.11. Supplies and Services may also receive some rebate from the Traffic Enforcement Centre (TEC) and the PCN levy at PATROL due to a lower number of Penalty Charge Notices being issued during the emergency measures.

5.12. Penalty Charge Notice income from Notices issued this financial year but that won't be recovered until next financial year (the debtor) has not been included to date, to allow a true reflection of the current position. It is likely that the PCN level will be maintained if there no further emergency measures are introduced – and, if so, a small debtor transfer between years for outstanding PCNs will need to be made in addition to the estimate.

5.13. Permit income has been reduced in year, due to the previously mentioned extensions to the end of expiring parking permits. This income would normally expect to come within the year, however, will now appear in the New Year.

5.14. Casual visitor permit income from the current year is also down, and the same is true of pay and display at the kerbside stays. These purchases can be seen as "one-off" types of income and are unrecoverable.

6. Standard References

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

Appendix 1 – On-Street Account at end Period 7 2020/21

We have shown the Revenue Operation separately from the TRO Programme and Projects and reserve Fund in the Table below.

2020/21 - Part Year - P7 October *Provisional Outturn*	A 2019/2020 Last Year Actual	B 2020/2021 Current Year Actual to date	C 2020/2021 Current Year Budget to date	D 2020/2021 Current Year Variance to date	E 2020/2021 Current Year F'cast adj. RP	FY DL 2020/2021 Current Year Annual budget	G 2020/2021 Current Year Projected variance	H 2021/2022 New Year Budget	Notes
On-street Account									
Direct costs									
Expenditure									
Employee costs:									
Management	74	64	47	17	116	81	35		Parking Services Mgt Team staff costs and management a/c
CEOs & Supervision	1,324	831	799	32	1,386	1,369	17	to	CEOs & Supervisor staff & costs; small vacancy u/spend
Back Office	388	260	230	30	407	393	14	be	Back Office staff costs
TRO's	132	75	100	(25)	128	172	(43)	confirmed	TRO team staff costs
Premises / TRO Maintenance costs	219	293	112	182	35	191	(156)		R&M budget (seasonal: small expenditure anticipated)
Transport costs (running costs)	38	42	17	25	57	30	27		Fuel, public transport etc
Supplies & Services	500	259	356	(97)	404	611	(207)		General expenditure; includes ParkSafe car IT & TRO costs
Third Party Payments	35	3	31	(28)	51	53	(2)		Chipside and TEC bureau costs
	2,711	1,828	1,691	136	2,584	2,900	(315)		In Year Service expenditure total
Income									
Penalty Charges (PCNs)	(1,994)	(536)	(1,138)	601	(1,630)	(1,950)	320		PCNs - revised due to CEO deployment (£1,965 Last Yr) - weather
Resident Parking Permits & Visitor Permits	(883)	(342)	(501)	160	(627)	(859)	232	to	Visitor Permits - includes new areas and fee increase last yr
Parking Charges (P&D etc)	(369)	(109)	(211)	102	(262)	(363)	101	be	Pay & Display - includes additional area and new fees
Other income	(24)	(6)	(2)	(4)	(6)	(2)	(4)	confirmed	Misc - other works undertaken - billed at end of work
	(3,270)	(993)	(1,852)	859	(2,525)	(3,173)	649		In Year Service income total
Total Direct Costs	(559)	835	(161)	995	59	(273)	334		In Year Service net expenditiure
Total Non-direct Costs	458	458	458	0	458	458	0		Corporate costs added (see table)
Sub total (in year operation)	(101)	1,293	297	995	517	185	334		Red is surplus = to be added to reserve
	(185)				In Year Outturn	Base Budget	In Year Swing		
Transfer to Reserve (2019/20)	(286)								

Civil Works and Projects	221		due to additional red routes , signage, and other amendments
TRO Programme - from Reserve	185		maintenance budget of £185k
	91		a further £91k in TRO schemes
Reserve spend sub total	**497**	A	NB - budget expects £185k DR
Reserve Account transfers			
Reserve Funds	**(1,600)**	B	
New Reserve Total	**(1,103)**	B-A	
Projects			
Other Projects	**180**		See column 2 in Appendix Table in Jason's Report
Future Projects (not yet committed)	**430**		See column 1 in Appendix Table in Jason's Report (excl. Business Case for UDC car park contribution)
In-year deficit	**517**		
Business Case Income from Manor Road Project	**(10)**		
Any new amount added to reserve from 2022	**(258)**		
New NEPP Fund Transfer			
Contribution to new NEPP	**200**		
Cashfllow amount - contribution to new NEPP	**100**		
Transfer to new NEPP	**(300)**		
Uncomitted Reserve at end of NEPP	**(44)**		

North Essex Parking Partnership

Meeting Date:	10 December 2020
Title:	NEPP Surplus Fund – Project Progress Reports and Variable Messaging System Recommendation
Author:	Jason Butcher, NEPP Parking Project Manager
Presented by:	Jason Butcher and Richard Walker

This report requests the Committee note the progress of NEPP surplus fund projects and recommends that Members reject three funding bids that were 'Conditionally Approved' by the Committee in January 2020.

1. Recommended Decision(s)

1.1. The Committee is asked to note the project progress reports in Appendix A in addition to the project timeline in Appendix B and table of programmed and un-programmed projects in Appendix C.

1.2. The Committee is asked to review the outline costings for the three 'Conditionally Approved' variable messaging funding bids in Appendix D. It is recommended that these bids be formally rejected and removed from the surplus fund programme.

1.3. The Committee is recommended to approve that the total funding for these be retained, pending a further summary report, to support the future expansion of current projects, such as Park Safe Schools and the data-led enforcement system.

2. Reasons for Recommended Decision(s)

2.1. To ensure the effective delivery of 'Approved' projects.

2.2. To ensure that there is financial viability for delivering proposed projects.

2.3. Additional Variable Messaging Systems are not supported by Essex Highways as they are not seen as the future of traffic management.

2.4. To enable funding to be released for use on projects that would benefit ongoing operational efficiencies and to support developing technological improvements.

3. Supporting Information

3.1. Members approved funding for 18 projects at the January 2020 Joint Committee meeting.

3.2. Three bids concerning Variable Messaging Systems were given 'conditional approval' pending a clearer understanding on costings.

3.3. It was noted at the AGM in June 2020 that additional funding bids would not be invited at the December meeting due to the impact of COVID-19.

3.4. Essex Highways, through their Technology Board, have discussed the overall merits of VMS systems and have declared these are not likely to be the future of traffic management solutions. Alternative methods of journey planning, such 'connected vehicle' technologies, are rapidly emerging.

3.5. 'Connected cars' and autonomous vehicles are likely to be the future of the automotive industry. These will use precise navigation systems already readily available in new vehicles. The use of VMS will therefore become naturally outdated.

3.6. Improved 'last-mile' guidance could be achieved through a review of current directional signage placement and local communication strategies. Funding is already agreed to look at this should districts wish to utilise this fund, however utilising this fund for improving off-street car park tariff boards to encourage cashless payments may be more beneficial.

4. Covid-19

4.1. Uncertainty around the impact of COVID-19 on the NEPP means that committing to some projects may not be possible. Prioritisation will mean that focus can be given to those agreed projects.

4.2. A summary timetable showing current project delivery timescales has been provided. This indicates the projects that have been prioritised for delivery in the current financial year and those to be moved to 21/22 financial year.

5. Financial

5.1. Original total estimate of £320,000 for the three conditionally approved projects provided at the January 2020 Joint Committee Meeting was inaccurate due to the lack of costing and feasibility information available at the time.

5.2. Projected baseline costings provided by ECC are provided in Appendix D for the variable messaging systems which were 'Conditionally Approved' in January 2020.

5.3. These costings demonstrate that the original bids would be insufficient to support the delivery of these projects and would require significant additional capital and revenue commitment.

5.4. Variable messaging systems are expensive assets to maintain and Essex Highways have been clear that they would not accept responsibility for their ongoing liability. The lead authority for NEPP or individual districts themselves, would therefore need to accept this financial liability.

6. Standard References

6.1. Other than set out above, there are no particular references to the Development Plan; publicity or consultation considerations; or equality, diversity and human rights; community safety; health and safety; risk management implications; Environment or Benefit to ECC

Progress Reports

Bay Sensors

- Work on this project has been postponed until early-2021.
- We are looking at a new potential supplier who would be able to integrate directly into MiPermit whilst providing a significant financial saving on the overall contract. This work will take place in the New Year with the intention that this will be delivered in the 21/22 financial year.
- The overall scale of the locations originally proposed will be re-assessed during this process.

Parksafe School Cameras

- Cameras have been installed at each location and have completed the testing phase. The team are being trained in the use of this new system and we have been actively engaging with each affected 3PR member school.
- A digital resource pack has been developed along with a video, in order to highlight our use of the new system. All resources will be shared with the affected schools prior to launch.
- The system will now go live in January 2021, considering any future lockdown implications.

Colchester Park and Ride

- This is an ongoing project which has already helped achieve the development of mobile ticketing through the MiPermit app meaning that this is now predominantly a cashless facility.
- Additional devices to record user vehicle details are being installed alongside clearer signage to further prompt use of MiPermit.

CBC - Manor Road, Colchester

- The Manor Road site has been tarmacked and options for use of the site are now under review by Officers, considering the impact of COVID-19 on the change in demand for parking.

Digital Enforcement Solution

- Development of the new solution is ongoing with our suppliers. We will be trialling the use of a new camera car from our current provider with a new and improved system and multiple cameras to support this work.

Uttlesford District Council - Crafton Green and Lower Street Car Park Extensions

- Considering the request for additional financial information to be provided prior to further review by the JPC – some financial modelling and recommendations have been made to UDC.
- A business case and any alterations concerning the original UDC bids will be provided at the March JPC meeting.
- Updated costings will be obtained due to the significant time since these were last produced.

Epping Forest District Council – TRO Scheme Reviews

- Discussions have been had with officers concerning the TRO [Traffic Regulation Order] long list. A further review of the list by EFDC is necessary prior to commencement of this project

Epping Forest District Council – St Johns Road Sport Centre TRO Works

- It appears likely that the St Johns Sport Centre will not now go ahead and as such the bid for funding to support this development would therefore not be required.
- Further confirmation of any decisions linked to this are needed prior to either a change in the use of the funding, or for the funding to be released to support other projects.

Colchester BC/Tendring DC/Uttlesford DC – Variable Messaging Signage

- Essex Highways have provided indicative costs for variable messaging systems (VMS) and the funding allocated would be insufficient to support any of the schemes proposed. A summary of the baseline costs can be found in Appendix D.
- It is proposed that these approved schemes are withdrawn, and the funding assigned to assisting other projects should the impact of Covid-19 on the surplus fund allow for this.

Appendix B

Surplus Fund Project Timeline



Appendix C

Table of Programmed and un-programmed projects

Programmed Projects				
Project Ref.	**Project Name**	**Estimated Delivery**	**Estimated Budget**	**Costs Committed**
19/04/NEPP	**Park Safe Schools** (formerly SEA Parksafe)	12th January 2021	£80,000	£70,000
19/01/ECC	**Park & Ride** (Future Developments)	Ongoing	£15,000	ECC covering costs
19/02/NEPP	**Parking bay sensors**	May/June 2021	£150,000	£0
19/03/NEPP **19/06/NEPP**	**Data-led Enforcement** (Combining the formerly named Parkius Trial and Command Centre projects)	March 2020	£90,000	£100,000
19/02/CBC	**Manor Road, Colchester**	January 2021	£25,000	£10,000
19/01/EFDC	**TRO Scheme Review**	Ongoing	£70,000	£0
		Total	**£430,000**	**£180,000**

Un-programmed Projects			
Project Ref.	**Project Name**	**Estimated Delivery**	**Estimated Budget**
19/01/NEPP	**Directional Signage**	TBC	£30,000
19/05/NEPP	**Commuter Parking Reviews**	TBC	£50,000
19/02/EFDC	**Epping Forest District Parking Strategy**	TBC	£30,000
19/01/UDC	**Crafton Green Extension**	Business plan - March JPC	£70,000
19/02/UDC	**Lower Street Extension**	Business plan - March JPC	£128,500
19/03/CBC	**Colchester Town Centre Review**	TBC	£25,000
19/01/TDC	**Town Centre Reviews**	TBC	£50,000
19/02/TDC	**Additional TDC Schemes**	TBC	£25,000
		Total	**£408,500**

Appendix D

Minimum estimated VMS cost for Colchester

Total capital expenditure - £69,000 (to upgrade 3 current outdated signs only)
Total revenue expenditure - £3,200 p/a

Minimum estimated VMS cost for Clacton-on-Sea

Total capital expenditure - £360,000
Total revenue expenditure - £8,800 p/a

Minimum estimated VMS cost for Saffron Walden

Total capital expenditure - £180,000
Total revenue expenditure - £4,800 p/a

VMS - Capital Cost Minimum Estimates								
District	**# Car Parks**	**# Current Signs**	**# New Signs**	**Works (£) per car park**	**Works Total**	**Sign £ per car park (min)**	**Sign Total (min)**	**Total**
Clacton	14	0	8	£20,000	£280,000	£10,000	£80,000	£360,000
Colchester	5	6	3	£0.00	£0.00	£23,000	£69,000	£69,000
Saffron Walden	4	0	6	£20,000	£120,000	£10,000	£60,000	£180,000
							Total	**£609,000**

VMS - Annual Revenue Cost Minimum Estimates			
District	**Maintenance £ per car park (Annual)**	**Maintenance £ per sign (Annual)**	**Maintenance Total**
Clacton	£400.00	£400.00	£8,800.00
Colchester	£400.00	£400.00	£3,200.00
Saffron Walden	£400.00	£400.00	£4,800.00
		Total	**£16,800.00**

North Essex Parking Partnership

Meeting Date:	10 December 2020
Title:	**Forward Plan 2020-2021 and Meeting dates for 2020-21**
Author:	Owen Howell – Democratic Services, Colchester Borough Council
Presented by:	Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2020-21 Forward Plan of meetings for the North Essex Parking Partnership, as well as meeting dates for 2021-22.

1. Recommended Decision(s)

1.1 To note the North Essex Parking Partnership Forward Plan for 2020-21.

1.2 To agree the dates for the Joint Parking Committee to meet in 2021-22.

2. Reasons for Recommended Decision(s)

2.1 The forward plan for the North Essex Parking Partnership Joint Committee is submitted to each Joint Committee meeting to provide its members with an update of the items scheduled to be on the agenda at each meeting.

3. Supporting Information

3.1 The Forward Plan is reviewed regularly to provide an update on those items that need to be included on future agendas and incorporate requests from Joint Committee members on issues that they wish to be discussed.

4. Meeting dates for 2020-21

4.1 The following are proposed as dates for Committee meetings to occur in 2021-22:

24 June 2021 [Already approved by the Committee]
30 September 2021
9 December 2021
17 March 2022
23 June 2022

5. Appendices

5.1 Appendix 1: NEPP Joint Parking Committee Forward Plan 2020-21.

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

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	4 June 2020, Room G04, Remote meeting (MS Teams).	25 June 2020 1.00pm, Remote Meeting (Zoom/YouTube).	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP Financial Update	Lou Belgrove (PP)
			NEPP Annual Report Data	Richard Walker (PP)
			3PR Update and Briefing on School Zones	Richard Walker (PP)
			Finance Update and 2020/21 Budget	Lou Belgrove (PP)
			Future of the NEPP past 2022	Richard Walker (PP)
			Parking Permit Review	Richard Walker (PP)
			Update on deferred decisions on bids for Reserve Funding	Richard Walker (PP) and Jason Butcher (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan ‘20/21	Owen Howell (CBC)
Joint Committee for On Street Parking	10 September 2020, Room G04, Rowan House, Sheepen Road.	1 October 2020 1.00pm, Council Chamber, Tendring District Council Offices.*	Technical report and Traffic Order Scheme Prioritisation	Trevor Degville (PP)
			Financial Report	Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan ‘20/21	Owen Howell (CBC)

Joint Committee for On Street Parking	19 November 2020, Microsoft Teams - online	10 December 2020 1.00pm, Online Zoom meeting – livestreamed on CBC YouTube	On Street Budget Update Use of Reserves Obstructive Parking Update Forward Plan '20/21 and' 21/22 Dates	Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	25 February 2021, Microsoft Teams - online	18 March 2021 1.00pm, Online Zoom meeting – livestreamed on CBC YouTube	Finance Update and 2019/20 Budget Parking Permit Review Obstructive Parking Update Forward Plan '21/22	Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)
Joint Committee for On Street Parking	3 June 2021, Microsoft Teams - online	24 June 2021 1.00pm, Online Zoom meeting – livestreamed on CBC YouTube	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update NEPP Annual Report Data Obstructive Parking Update Forward Plan '21/22	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)

* This meeting venue is subject to change and may be replaced with an online meeting, if required, in order to comply with social distancing measures and advice from central government.

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