

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

19 October 2017 at 1.00pm
Council Chamber, The Water Gardens, Harlow, Essex

Executive Members Present:-

Councillor Richard Van Dulken (Braintree District Council)
Councillor Danny Purton (Harlow District Council)
Councillor Howard Ryles (Uttlesford District Council)

Substitutions:-

Councillor Feltham for Councillor Lilley (Colchester Borough Council)

Also Present: -

Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Simon Jackson (Uttlesford District Council)
Joe McGill (Harlow District Council)
Councillor Mitchell (Essex County Council)
Samir Pandya (Braintree District Council)
Hazel Simmonds (Colchester Borough Council)
Shane Taylor (Parking Partnership)

1. Appointment of Chairman

RESOLVED that Councillor Purton be appointed Chairman of the North Essex Parking Partnership Joint Committee for Off-Street Parking for the ensuing municipal year.

2. Appointment of Deputy Chairman

RESOLVED that Councillor Lilley be appointed Chairman of the North Essex Parking Partnership Joint Committee for Off-Street Parking for the ensuing municipal year.

3. Minutes

RESOLVED that the minutes of the meeting held 30 March 2017 were confirmed as a correct record.

4. Off-Street operations in future

Lou Belgrove, Parking Partnership, introduced the Off-Street Operations in future report. The report requests that the Joint Committee approve the transfer of operations to a revised operating model from April 2018 and to approve the disbursement of reserves accrued, including the £50k reserve amount. The report also requests that the Committee note the projected contributions to support the new function.

Lou Belgrove informed the Committee that the report sets out the method that the NEPP will take to move away from the current agreement and start a Service Level Agreement (SLA) with each partner authority. To move forward with this proposal, Partner Authorities would need to agree to the recommendations in the report, before discussions occur to finalise the individual agreements.

Simon Jackson, Client Officer, Uttlesford District Council, questioned the arrangements around procurement and other exemptions, as well as whether it would be possible to include an opt out clause after a year of operation. The opt-out clause is due to UDC conducting it's first ever car park strategy and action plan, which will review the entire parking operation. Officers requested that Uttlesford District Council submit their concerns to the NEPP as soon as possible so that more information could be provided to members.

Further concerns were raised that an SLA would result in the Off-Street service moving to individual discussions with the NEPP rather than the Partnership working approach. In response Officers stated that the SLA would not change this arrangement, and that the NEPP would still aim to work with each partner authority in the future.

In addition, Councillor Richard Van Dulken, Braintree District Council informed the Committee that he would be required to get confirmation from Braintree District Council Cabinet due to the increased level of contribution required under the SLA.

Committee members felt that they would need further information on this issue to enable them to take a decision on the matter, and that a report should be brought back to the December meeting. Officers confirmed that the requested information could be distributed by e-mail in advance of the next NEPP Off-Street Committee meeting.

RESOLVED;

- a) That a decision on the report be deferred until the next meeting, following further information being circulated to Partner Authorities.

5. Off-Street Financial Report end of year 2016/17

Lou Belgrove introduced the Off-Street Financial Report for the end of the year 2016/17. The report requests that the Committee approve the financial position at the end of 2016/17 and decide how to use the surplus contributed funds.

Lou Belgrove provided a summary of the report, and informed the Committee that at the end of the year the budget had a surplus of £97,000.

Committee members welcomed the report and agreed to keep the surplus contributions in a reserve fund.

RESOLVED that:

- a) the financial position at the end of 2016/17 be approved
- b) the surplus contributions to be held by the North Essex Parking Partnership.

6. Off-Street Financial report end of Period 6

Lou Belgrove, Parking Partnership, introduced the Off-Street financial report, which sets out the mid-year financial position of the Off-Street account.

Lou Belgrove presented the report, which had been intended to be discussed at the previous NEPP Joint Committee meeting. The report was presented to the Committee to note.

RESOLVED that the Off-Street Financial report to the end of Period 6 be noted.

7. Off-Street Operational Report

Lou Belgrove, Parking Partnership, introduced the Off-Street Operational report. The report

requests that the Committee note the contents.

Lou Belgrove informed the Committee that as this report could not be noted at the previous intended meeting of the Off-Street Committee, it had been resubmitted to this meeting. Lou Belgrove also confirmed that a more up to date Operational Report would be submitted to the next Joint Committee meeting.

Questions were raised about the success and uptake of the MiPermit system as well as the reasons its selection over and above other competitors. Lou Belgrove, Parking Partnership stated that the choice of MiPermit is based on the fact that it is also used for residents permits and ensures that NEPP customers only have one account. Lou Belgrove acknowledged that the MiPermit system was more popular for long stay compared to short stay.

A further question was asked about how the MiPermit system was marketed. Officers confirmed that it was the responsibility of each partner authority to promote the service. Following on from this, the Committee requested that the NEPP provide some publicity materials that could be used by the Partner Authorities to promote the use of the MiPermit system.

RESOLVED that;

- a) the Off-Street Operation report be noted.
- b) the Joint Committee request that the NEPP produce marketing material to assist partner authorities in promoting the MiPermit system.