



# North Essex Parking Partnership

## Joint Committee On-Street Parking

Epping Forest District Council,  
Civic Offices, High Street, Epping,  
CM164BZ

9 January 2020 at 1.00 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

### 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 9 January 2020.  
Epping Forest District Council, Council Chamber, Civic  
Offices, High Street, Epping, CM16 4BZ

**Agenda**

**Attendees**

**Executive Members:-**

Cllr Nigel Avey (Epping Forest)  
Cllr Deryk Eke (Uttlesford)  
Cllr Mike Lilley (Colchester)  
Cllr Robert Mitchell (Essex)  
Cllr Danny Purton (Harlow)  
Cllr Richard van Dulken (Braintree)  
Cllr Michael Talbot (Tendring)

**Officers:-**

Lou Belgrove (Parking Partnership)  
Richard Block (Colchester)  
Liz Burr (Essex County Council)  
Jason Butcher (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest)  
James Warwick (Epping Forest)  
Owen Howell (Colchester)  
Simon Jackson (Uttlesford)  
Samir Pandya (Braintree)  
Miroslav Sihelsky (Harlow)  
Ian Taylor (Tendring)  
Alexandra Tuthill (Colchester)  
Richard Walker (Parking Partnership)

**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 3 October 2019.

**1-10**

## North Essex Parking Partnership

- |  |                           |                   |
|--|---------------------------|-------------------|
| <b>6. NEPP Reserve Fund and Work Programme</b><br>The report asks the Committee to decide which projects to approve to proceed from the Bid List to the Work Programme.  | <b>Jason<br/>Butcher</b>  | <b>11-72</b>      |
| <b>7. On-Street Financial Report – End of P8</b><br>The report asks the Committee to note the financial position to date (17/12/2019) period 9 of 2019/20.   | <b>Lou<br/>Belgrove</b>   | <b>73-<br/>76</b> |
| <b>8. Disabled Parking Bay Service</b><br>This report asks the Committee to decide if the Parking Partnerships wish to take on the site inspection, Traffic Regulation Order (TRO) and delivery functions of the disabled parking bay service on behalf of Essex County Council (ECC). | <b>Richard<br/>Walker</b> | <b>77-<br/>78</b> |
| <b>9. Obstructive and Footway Parking Policy</b><br>The Committee will be asked to decide the future Obstructive Parking Policy.   | <b>Richard<br/>Walker</b> | <b>79-<br/>84</b> |
| <b>11. Forward Plan 2019-20</b><br>To note the North Essex Parking Partnership Forward Plan for 2019-20.   | <b>Owen<br/>Howell</b>    | <b>85-<br/>87</b> |

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

**3 October 2019 at 1.00pm  
Council Chamber, Uttlesford District Council**

**Members Present:**

Councillor Nigel Avey (Epping Forest District Council)  
Councillor Richard Van Dulken (Braintree District Council)  
Councillor Deryk Eke (Uttlesford District Council)  
Councillor Mike Lilley (Colchester Borough Council)  
Councillor Robert Mitchell (Essex County Council)  
Councillor Danny Purton (Harlow District Council)  
Councillor Michael Talbot (Tendring District Council)

**Substitutions:**

None.

**Apologies:**

None.

**Also Present:**

Richard Walker (Parking Partnership)  
Michael Adamson (Parking Partnership)  
Lou Belgrove (Parking Partnership)  
Jason Butcher (Parking Partnership)  
Danielle Northcott (Parking Partnership)  
Lisa Hinman (Parking Partnership)  
Shane Taylor (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Simon Jackson (Uttlesford District Council)  
Andy Nepean (Tendring District Council)  
Samir Pandya (Braintree District Council)  
Miroslav Sihelsky (Harlow Council)  
Alexandra Tuthill (Colchester Borough Council)

#### **48. Minutes**

*RESOLVED* that the minutes of the Joint Committee meeting held on 20 June 2019 were confirmed as a correct record, subject to the following amendments:

- a) Page 4, paragraph 5, final sentence: replace 'one such occurrence' with 'several such occurrences';
- b) Page 6, paragraph 2, line 5: replace 'parking charges' with 'PCNs'.

Richard Walker explained the likely circumstances which had led to a number of PCN (Parking Charge Notice) payments being allocated to the incorrect local authority by G4S.

In response to questions regarding the new Project Manager post, Richard confirmed that Jason Butcher had been appointed to the role and that Jason would visit all local authorities within the Partnership in the near future and would be working on the report on 'Use of Reserves', which was due to come before the Joint Parking Committee at its December meeting.

#### **49. Traffic Regulation Order Application Decision Report**

Trevor Degville, the Parking Partnership's Parking Technical Manager, introduced the report. The report requests that the Committee consider and approve, defer or reject traffic regulation applications as listed in the report. The report also requested that the Committee note the Traffic Orders Advertised during 2019 and approve the delegation of authority to the NEPP Group Manager for making de minimis amendments to permit scheme catchment areas.

The Chairman explained the scoring process used to assess which traffic regulation orders in this report would go ahead to be designed and implemented. It was noted that the current system was evolving, with a greater dependence on online publication and advertising, where people could view details, rather than printing and distributing paper copies.

The Committee considered the recommendations brought forward by each of the district and borough councils.

The six applications for Uttlesford were all approved by the Committee, being T26554778, T20684908, T24494318, T23597196, T23490214, T30702625. It was explained that the applications for Jordan Close, Saffron Walden, and Chapel Hill, Stansted, were both ready to proceed. The four remaining applications all required some work to address complications before they would be able to proceed. The engagement work done to ascertain local demand for possible restrictions, and to explain what restrictions and schemes may be possible, was discussed by the Committee. This included opportunities for Parish Councils and local residents to meet with County Council representatives and members.

Councillor Deryk Eke briefed the Committee on liaison activities conducted by Uttlesford District Council to engage with Stansted Airport, with issues such as the

transport fund and working group, and efforts to tackle fly-parking having been discussed. The Airport has indicated willingness to commit funding and resources to assist in reducing nuisance parking by users of Stansted Airport. The Parking Partnership was not able to authorise others to carry out enforcement actions, but other options were possible. The Group Manager confirmed that invitations were now being issued to the Parking Partnership to attend meetings of the Stansted Working Group, and offices now attended these meetings. The Chairman agreed with importance placed upon public engagement and pressed the need to show the public that matters regarding parking do affect them and that it is worth being involved in directing solutions. There was also agreement that the liaison work with the Airport was beneficial and should continue.

The five applications which Braintree District Council had recommended for approval were approved, being T17476262, T23452167, T27425993, T24417415, T23349447 and a resident scheme T22376462. The application for Galleys Corner in Braintree [Ref. No. T22803076] had been recommended for deferral, due to more work being necessary to design the restrictions. It was suggested that the Committee could approve this item, as Braintree District Council had only recommended five Traffic Regulation Orders for approval, rather than the maximum of six, (resident schemes not counting in the total) and that the necessary design work could then be carried out before the restrictions are enacted

The Committee noted the success of the 3PR initiative, providing education at schools to minimise car use, and the Chairman noted that it would be useful if it could be shown where the use of 3PR education was decided upon as an alternative to new or expanded parking restrictions.

The Committee were informed that one application had accidentally not been included on the list which had been submitted by Harlow Council. This involved a safety scheme for a ten-metre extension of double yellow lines on Ployters Road [Ref No.: T20474524]; Harlow requested that this be added to the list as an item recommended for approval and, if necessary, to replace one of the existing recommendations for approval. The Committee agreed that this application could be added to those already recommended for approval, which included T27552597, T27569017, T27579626, T27582245, T27585482, T27598358, T27605081, and T27608175.

The Committee were informed that Colchester Borough Council wished to change their recommendation for the Manor Road application [T29664816] from 'Reject' to 'Defer.' The Committee were informed that the application for waiting restrictions on the Willows Estate was recommended for rejection, as it had obtained support from less than 75% of local residents. Schemes approved included T19426606, T24823639, T20559174, T21425492 and T21629143 the latter being a resident parking scheme.

Schemes approved for Tendring District included 50127, T24404654, T19374687, T225129710, T23430708, T27491447.

It was explained that there continued to be problems caused by commuter parking within the district of Epping Forest and that the Council continued to act to address

this. The recommendation to defer decision on the Ladywell Prospect application [60059] was explained. This was based on recommendations from a report and on scoring by the Parking Partnership. It had not been shown that the restrictions would be able to achieve the necessary level of resident support.

Prior to consideration of the Epping Forest applications, a scheme for Buckhurst Hill which had previously been approved by the Joint Committee was discussed. Several objections had been received and Richard Walker, Group Manager of the Partnership, had monitored the situation and requested further information from Epping Forest District Council. Following communication with Essex County Councillor Metcalfe, of Buckhurst Hill and Loughton South Division, the Group Manager would consider how to proceed regarding the scheme in question.

Six schemes from the Epping Forest list were approved, with a further eight Residential Schemes being approved, including 60005/60095, 60058, 60060, 60111, T20578791, T24559422, and resident schemes 60062, 60162, 60175, T17399134, T235843310, T22394138, T239343476, T23416391.

It was confirmed, following enquiries via the chairman, that the application for a resident permit area in Crownfield [60058] was one of those recommended for Committee's approval.

Regarding the recommended decision to approve a delegation of powers to the Group Manager relating to *de minimis* alterations of permit scheme catchment areas, the Group Manager explained that this would only relate to instances where one or two new properties were potentially to be included in existing schemes, that this delegation of powers would save time and that any larger proposed changes would come to the Joint Committee for approval as usual. In answer to the suggestion that this should be brought to the Joint Committee's AGM instead, the Group Manager explained that policy-related decisions were now coming to the Committee on a rolling basis, but avoiding the AGM where the Agenda was already full. The Committee agreed to the proposed delegation, subject to each use of the delegated powers being notified to the Chairman of the Joint Committee, who would authorise their use or direct that the proposed scheme amendment be brought before the Committee for approval.

**RESOLVED** that: -

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

- (a) The application for Galleys Corner in Braintree [T22803076] be approved;
- (b) The application for extension of double yellow lines on Ployters Road [Ref No.: T20474524] be approved;
- (c) The application for Manor Road, Colchester [T29664816] be deferred.
- (d) Delegated powers to allow *de minimis* changes to existing parking scheme/restriction coverage, relating to one or two additional properties, be granted to the Group Manager of the North Essex Parking Partnership, subject to the use of the powers then being notified to the Joint Parking Committee's Chairman who would authorise their use or direct that the proposed scheme amendment be brought before the Committee for approval.

## 50. Draft Obstructive and Footway Parking Policy

The Chairman explained that the potential decriminalisation of obstructive parking, and the Partnership's potential response to this, had been under discussion for the past two years. The Parking Partnership aimed to set the Policy to be ready in the event that decriminalisation occurs, and the government authorises local authorities to carry out enforcement action against obstructive parking. Clarification of the differences between obstructive and footway parking was given, to explain how not all parking on footways was obstructive and that clarity would be needed when giving guidance on footway parking.

The obstruction of lines of sight at junctions was given as a particular hazard caused by some obstructive parking. The addendum to the report, which had been distributed to Committee Members directly before the meeting commenced, was summarised. This detailed the potential ability for a new approach to be taken in the future through use of lines/kerb markings to prevent obstruction at and around junctions and for a reduction in the amount of advertising and consultation which is currently required when the application of such junction markings is considered for use. The rationale for this is that the markings are reminders of requirements already being nationally publicised, as part of the Highway Code.

The Parking Partnership Group Manager gave an overview of the Parliamentary Transport Select Committee's 2019 inquiry into Pavement Parking and explained that the content of his written report was based on the Parking Partnership's evidentiary submission to the inquiry and was in line with representations made by the British Parking Association, which calls for the granting of powers to enforce, rather than a duty/requirement to enforce. A key aim is to avoid reducing obstructive parking on footways, by shifting vehicles into obstructive parking on the carriageway. For more information on the evidence considered by the Select Committee, it was recommended that members of the Joint Committee could view the written evidence submitted and videos of the Select Committee on the parliament.uk website [<https://www.parliament.uk/business/committees/committees-a-z/commons-select/transport-committee/>]. It was noted that the adjudicators of PCN appeals had voiced support for decriminalisation of obstructive parking.

Recommendations put forward included the decriminalisation of obstructive parking, the granting of discretionary enforcement powers to local authorities, and a modernisation of the publicising of consultations and implementation details of traffic regulation orders, with more online publicity instead of a reliance on traditional print media.

The Department for Transport had proposed a timescale of two years for taking action to address the issue of pavement parking, however the Select Committee have proposed that this should be shortened to see action being taken by Summer 2020.

The Joint Committee stressed the importance of ensuring that the rules governing the issuing of PCNs for obstructive parking on footways are clear and easy to follow for officers, and easy to explain to members of the public. In order to address potential problems caused by adopting a system of simple rules, such as the four-

foot rule, it was suggested that a number of options could be considered. These included the use of 'limiting lines' which could indicate where pavement parking is permissible, and to what extent. Use of such measures could show where pavement parking is acceptable to footway users and local communities, such as where older housing had insufficient off-street parking for modern car ownership levels, or where carriageways are too narrow to allow sufficient space for parking. It was noted that PCNs should only be issued where obstruction is caused or where restrictions are in place.

The Committee discussed the need to prevent an increase in obstructive parking in carriageways, especially where roads and/or footways are narrow and present difficulties for any type of parking, or where rural centres' streets do not have footways at all. The Group Manager assured the Joint Committee that the Parking Partnership was mindful of the differences between rural and urban parking and the different challenges faced in different areas. The Partnership's view was that any set of enforcement rules and procedures must be able to accommodate exceptions, where individual circumstances on the ground necessitated an approach tailored to the situation. He highlighted the difficulty caused by the current lack of definition for the term 'obstruction parking' and informed members that the Select Committee had recommended that the Department for Transport produce a standardised national definition.

Committee members articulated the frustration often felt by members of the public when informed that civil enforcement officers (CEOs) currently have no powers to take action against obstructive parking and could only notify the Police, who are then likely not to have sufficient resources to attend and conduct enforcement. This situation was noted as being wasteful of resources, in comparison with giving the CEOs enforcement powers, as they would be best placed to act, and would not require Police action in order to act.

A member of the Committee clarified that any discretionary power granted relating to obstructive pavement parking should be exercised with caution and thought by CEOs, such as where complaints are made by, or danger is caused to, footway users. The pro-active issuing of PCNs should be avoided where no problems have been found or reported. It was stated that footway parking should not be penalised where no obstruction is caused, and that efforts should increase to educate people in the importance of avoiding creating an obstruction. Where enforcement is necessary, the use of cameras can ensure evidence is available to show the level of obstruction caused.

In response to questions regarding expectation management, deciding as to what pavement parking is problematic and establishing and funding an enforcement process, the Group Manager explained that the Parking Partnership already tackled parking across dropped kerbs on request, and that a key element of any future enforcement procedure would be to define 'obstructive parking' and then publicise this and educate road users. Work is being carried out with Suffolk County Council to investigate the possibility of using an online map-based reporting tool to flag up problem parking incidents. The Committee again stressed the need to promote public understanding of any new enforcement powers gained by CEOs, and to manage public expectations, both now and in the event of decriminalisation of

obstructive parking.

The Committee was told that care and attention would need to be given to CEO training on the use of any new discretionary powers. Guidelines would need to be clear and minimise successful challenges when they were exercised. The Chairman underlined the ongoing work to prepare for the potential future decriminalisation of obstructive parking. This included considering the vulnerabilities of all types of road and footway users. A range of exceptional circumstances were being considered, and ways of providing flexibility to cover these were being identified. It was suggested by a Client Officer that options be looked at for providing a quick reference device or app to CEOs for them to check whether a location was subject to any exemption or exceptional circumstances. To gain additional insight from other authorities, a regional forum, including Norfolk and Suffolk, had been proposed.

Lisa Hinman, of the Parking Partnership, briefed the Committee on the likely cost implications regarding creating and maintaining markings and signage to indicate where pavement parking would be possible, training CEOs and advertising the rules applying to pavement and obstructive parking. The Committee was also warned that there would be an expectation of fair and consistent enforcement, with the same rules applied equally across all geographical areas covered by the Parking Partnership. This would also have implications for the resources needed to carry out enforcement operations. The Chairman concurred and stated that there would need to be a transition period, should new enforcement powers become available, when the new approach is brought in, the public informed and expectations managed to match what is realistically possible in terms of enforcement actions.

An idea given by the Committee was for CEOs to attach informative warnings to malefactors' vehicles during the initial six-month transition period, in place of PCNs. Data relating to where these warnings, and then PCNs, are issued for obstructive parking would then help identify problematic locations and show the public that enforcement action is being carried out against obstructive parking. The Group Manager agreed with this approach and explained how data could be collected, logged and used.

Councillor Michael Talbot, Tendring District Council, explained how his council acted to use data in promoting considerate parking within the district. The Chairman emphasised that it would be helpful for the different local authorities to share ideas and effective techniques with all the partner authorities, potentially through the 'Parking News' e-newsletters.

Suggestions were made that trial areas be found for testing any new enforcement protocols and to explore how to identify and approve any necessary exceptions for specific areas.

## **51. Finance Report – End of P5**

Lou Belgrove, Business Manager for the Parking Partnership, presented the report and explained that, owing to the timing of the report, figures could only be provided as at the end of P5 (August) of 2019-20.

The Committee discussed the potential cost of enforcement actions commencing in the future against obstructive parking. It was not felt that this would impact negatively on the Partnership's finances, aside from a short-term cost associated with training staff on their new powers. Members did, however, note that it would likely result in an opportunity cost, should CEO numbers remain at the present level, as CEOs would spend a degree of time on this enforcement activity, reducing their capacity for other elements of their role to inform and enforce.

The Business Manager briefed the Committee on difficulties which had been experienced in recruiting CEOs, including a recruitment day in Harlow where 50 invitations to people who had registered interest had only led eight potential candidates to attend. The Committee discussed whether there were ways to increase the numbers of people with powers to enforce parking restrictions and schemes. It was confirmed that, in order to be able legally to issue a PCN, an individual would need to be directly employed by the Parking Partnership. A Committee member suggested that it might be possible to find volunteers amongst the public who could help the Partnership carry out its work providing information and promoting considerate parking.

The Committee was informed that the asterisk found on the table at page 26 was used as a reminder to show that some PCNs issued in the current financial year would only produce income during the next financial year, owing to the time-lag in payment after issuing. The projected budget for the financial year had been set accordingly to reflect this, and the Group Manager provided a summary of the budget process and the aim to achieve a net-zero budget, the Parking Partnership being a not-for-profit entity.

## **52. Annual Report 2018/19**

Richard Walker, Partnership Group Manager, introduced the Annual Report and explained that the Partnership had a statutory duty to report on its operations and performance. The NEPP had continued to make efforts to further improvements to its reporting and had won awards for the quality of its Annual Report, its 'digital by default' approach, and the clarity and quality of the content produced.

Answering the Committee's questions on the statistics provided, the Group Manager explained that the form that these took was an intentional effort by the NEPP to give detail with context and background. An example of this was the inclusion of information showing whether actual performance is deviating from expectations, and the avoidance of large 'headline' figures which are often covered by the media without their context.

A Committee member requested further detail regarding the NEPP's approach to unpaid PCNs. The Group Manager explained that some PCN payments are received after the publication of the Annual Report statistics, and that those which then remained unpaid were pursued using a debt collection service. The parking industry considered that a collection rate of over 70% was good, and the Group Manager confirmed that the NEPP collection rate had now reached around 80%. It was noted that, nationwide and overall, there had been no discernible difference in performance between parking services operated in-house, and those which had been outsourced.

*RESOLVED* that the Committee had noted the Report.

**53. Forward Plan 2019-20**

The Chairman recommended that an update be given on developments regarding obstructive parking decriminalisation at each future meeting on the Forward Plan, to which the Committee agreed.

*RESOLVED* that the Forward Plan 2019-20 be approved, subject to the addition of an update report regarding obstructive parking being added to the agenda for each future meeting.





# North Essex Parking Partnership

Meeting Date: 9 January 2020  
Title: NEPP Reserve Fund and Work Programme  
Author: Richard Walker, Group Manager; Jason Butcher, Project Manager  
Presented by: Jason Butcher

This report sets out the Reserve Fund bids received for the Partnership, with associated financial impacts for the Reserve Surplus, and sets out plans for a forward Work Programme. The report invites Members to decide upon with which projects to progress.

## **1. Recommended Decision(s)**

- 1.1. The Committee is invited to decide which projects to approve to proceed from the Bid List to the Work Programme (see recommendations and reports in the Appendix).

## **2. Reasons for Recommended Decision(s)**

- 2.1. For good governance, and to ensure that prudent use of funds is made and to ensure the effective future operation of the Partnership, including beyond the current Agreement.

## **3. Alternative Options**

- 3.1. Alternatives have been considered at previous meetings and during the drafting of this report, and the options presented represent the most reasonable course of action.

## **4. Supporting Information – how we arrived at the Reserve position**

- 4.1. We operate a balanced revenue budget, with a Reserve Fund which represents a contingency against having to support any deficit. Over time this Reserve has built to a degree where the Partnership can consider using Surplus Funds to invest and carry out additional works.

- 4.2. Over the course of previous meetings, Members have already decided: –
- to set aside a Contingency Fund to cover any unforeseen operating costs; this is not included in the amount that can be bid for;
  - to allocate funding to a number of projects already in progress (for example 3PR, ParkSafe, mapped TROs (Traffic Regulation Orders));
  - to use the remainder of the balance (i.e. surplus reserve funds) to invest in transport-related projects, with an emphasis on schemes which support the Parking Framework;
  - to retain project bids on a reserve list with a process for allocating surplus reserve Funds to Projects in a Work Programme through a bidding and scoring process;
  - to bring the most effective projects forward that would provide maximum benefit within the lifetime of the Partnership Agreement.
- 4.3. Funds are to be committed to projects which may span financial years. Projects may include additional parking schemes or works relating to parking, and wider transport-related and environmental projects covered by s.55 of the Road Traffic Regulation Act.
- 4.4. A reminder is given that the definition of a project is *something that has a start, an end, and accomplishes a task*.
- 4.5. The transfer of ongoing processes, business as usual, and other ongoing revenue budget issues are out of scope and specifically excluded from this Report.

## **5. NEPP Medium Term Plan – and beyond 2022**

- 5.1. It is important to consider the future costs and operation of the Partnership. Decisions taken now will allocate funds to projects on the Work Programme against a timescale over a number of years and may not be implemented until after the current operating Agreement has concluded.
- 5.2. The current Agreement sets out the dissolution of any remaining reserve between member authorities at the end of the term (but note that funds for any approved Projects will have been committed to their completion irrespective of the end of the Agreement).
- 5.3. After 2022 some other form of Agreement or operation will be required by the County Council (a separate report will be brought to a future meeting to detail future plans with the County Council).
- 5.4. A project contingency has been allocated to the Work Programme to support unforeseen issues and assist in providing resources to help in the management of the projects.

## **6. Work Programme – Recommendations**

- 6.1. Members are asked to consider the impact of the schemes on the Reserve Fund and to commit to Projects for the Work Programme by approving them if appropriate, considering the reports and financial impacts illustrated in the Appendix.
- 6.2. Members have the choice to Approve, Conditionally Approve, Defer or Reject Projects.
- 6.3. Client Officers have discussed the Project proposals marked for approval in the Appendix and have agreed those recommended to be added to the Work Programme.
- 6.4. It is recommended that those marked for deferral remain on the list for additional information to be produced or developed. Those recommended for rejection should not be considered further and should be removed from the list.

- 6.5. It is recommended that the Medium-Term Plan is a rolling plan, and there will be future opportunities to submit bids for funding from reserves at every December Meeting; this will allow Members to consider further bids for funding from reserves
- 6.6. If the above is approved by JPC, the project will be added to the Work Programme.
- 6.7. Where appropriate, the cost of additional support by NEPP (e.g. resources, officers or consultants) for a project will be met by costing the time to the project budget.
- 6.8. The scoring criteria used to score bids is shown in the Appendices.
- 6.9. Progress reports on projects funded from reserves will be shown in the Operational and Annual Reports, published on the website.

## **7. Standard References**

- 7.1. There are no particular references to the Development Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications beyond those outlined in the report above.

## **8. Appendices**

- 8.1 Appendix A – Scoring Framework
- 8.2 Appendix B – Summary of Bids
- 8.3 Appendix C – Bids submitted



**Appendix A –**

**Prioritisation Methodology – Score sheet**

**Viability – maximum 35 points**

Deliverable:

within 2 years (2020/21) .....	10 points
within 3 years (2021/22) .....	5 points
Supports the County Council Aims .....	10 points
Supports the Parking Management Framework.....	10 points

**Financial – 40 points**

Matched funding from partner .....	5 points
Funding stream replaced <i>treated as circulating invest to save fund</i> .....	15 points
Makes a contribution to future project budgets .....	15 points
Forms a contribution to economic development <i>e.g Resident parking</i> .....	5 points

**Social Value – 25 points**

Resolves local parking issues within 100 metres of site request .....	5 points
Relevant personal injury collision recorded within 50 metres <i>attributed to parking</i> ....	10 points
Resolves parking inhibiting emergency services etc & is evidenced .....	5 points
Resolves parking overcrowding close to school, hospital, railway station etc.....	5 points

**Additional Qualitative Measures**

Points by discretion, on report ( <i>VFM, affordability, fund recycling timescale, etc</i> ) ....	± 50 points
Does not comply .....	– deduct 150 points

**Maximum Score 150 points**

**Note:** The qualitative measures are to be provided by report.



Appendix B

Appendix No.	Description		Details	Estimate	Score	Lead Officer	Recommended Decision	Comments
1	19/01/UDC	Crafton Green Extension	Crafton Green Car Park Extension	70000	90	UDC - S.J	Approve	
2	19/02/UDC	Lower Street Extension	Lower Street Car Park Extension	128500	80	UDC - S.J	Approve	
3	19/03/UDC	Variable Messaging Signage (Uttlesford)	Variable Messaging Signage to be considered and implemented in Stansted Mountfitchet, Saffron Walden and Great Dunmow where appropriate.	100000	85	NEPP - J.B	Conditional Approval	More work is required to establish the full extent of signage required, before being able to being any procurement/quotation processes. Due to the more rural locations, use of a consultant to assist in this process may be necessary to establish a specification to assess contract value. Final bid to be presented to Chairman for final approval.
4	19/01/CBC	Variable Messaging Signage (Colchester)	To complete the current VMS scheme in Colchester.	120000	85	NEPP - J.B	Conditional Approval	More work is required to establish the full extent of signage required however sites have already been determined and initial procurement exercise has begun to determine full bid value. Approval is conditional on establishing full contract value. Final bid to be presented to Chairman for final approval.
5	19/02/CBC	Construct parking layby (Manor Road, Colchester)	Repurpose of current land adjacent to St Marys Car Park to support additional car parking in residential/town centre location. May support future EV charging points.	25000	79	NEPP - J.B	Approve	
6	19/03/CBC	Colchester Town Centre Review	Review of restrictions in Colchester Town Centre and subsequent TRO works	25000	95	NEPP - T.D/J.B	Approve	
7	19/01/TDC	Town Centre Reviews	To review on-street restrictions in Clacton and Dovercourt centres	50000	95	NEPP - T.D/J.B	Approve	
8	19/02/TDC	Additional TDC Schemes	To complete additional TRO schemes in the Tendring District	25000	87	NEPP - T.D/J.B	Approve	
9	19/03/TDC	VMS Clacton	To implement Variable Messaging Signage in Clacton-on-Sea	100000	85	NEPP - J.B	Conditional Approval	More work is required to establish the full extent of signage required, before being able to being any procurement/quotation processes. Use of a consultant to assist in this process may be necessary to establish a specification to assess contract value. Final bid to be presented to Chairman for final approval.
10	19/01/EFDC	TRO Scheme Review	To review the schemes on the Epping Forest DC long list. To include additional schemes above the six p.a. usually approved. Details shown below the table.	70000	87	NEPP - T.D/J.B	Approve	
11	19/02/EFDC	Epping Forest District Parking Strategy	To formulate a parking strategy for the Epping Forest District.	30000	85	NEPP - R.W	Defer	EFDC looking at sustainable travel strategy so it's not known on the extent to which the parking strategy will be affected. Although this scores highly - it is worth deferring until more is known.

Appendix No.	Description	Details	Estimate	Score	Lead Officer	Recommended Decision	Comments	
12	19/03/EFDC	Electric Vehicle Chargepoints (EFDC)	To facilitate and implement EV chargepoints in EFDC off-street locations (to be determined)	25000	39	EFDC - J.W	Reject	Recommendation to reject based on low score, mainly due to other EV funding options being available - Chelmsford Framework as example.
13	19/04/EFDC	St Johns Road Sports Centre - Facilitative TRO works	To carry out facilitative TRO works to support parking provisions for the possible new Sports Centre in St Johns Road, Epping	25000	45	NEPP - T.D/J.B	Defer	As development of the centre is yet to be approved, funding to support this is not necessarily required. This can be readdressed once the development is finalised. This would also mean an updated application re-scoring would be appropriate.
14	19/01/ECC	Park & Ride (Future Developments)	Introduction of ticketing in common with car parks; create TRO to protect car park operation. Further development of MiPermit to cater for concessions - leading to joint enforcement with NEPP	15000	94	NEPP - J.B	Approve	
15	19/01/NEPP	Directional Signage	To review and improve car park directional signage, across all districts	30000	73	NEPP - J.B	Approve	
16	19/02/NEPP	Parking bay sensors	Pilot scheme and possible future implementation of on-street bay sensors	150000	98	NEPP - J.B	Approve	
17	19/03/NEPP	Parkius Trial	Surveying and limited trial of the Parkius system in Early 2020	60000	108	NEPP - J.B	Approve	
18	19/04/NEPP	Fixed school cameras	SEA manned schools CCTV camera system to be trialled in 2020	80000	106	NEPP - J.B	Approve	
19	19/05/NEPP	Commuter Parking Reviews	Review of possible commuter restrictions across NEPP (Copford, Tollgate, Braintree Line)	50000	87	NEPP - T.D/J.B	Approve	
20	19/06/NEPP	Command Centre	NEPP BU - Command centre and development. Oppidatim and 'big data' aggregation	30000	104	NEPP - J.B	Approve	Pending further details from Chipside on development of the system.
21	19/01/HDC	Electric Vehicle Chargepoints (College Square)	Supply EV charging points in College Square, Harlow.	26200	39	HDC - M.S	Reject	Recommendation to reject based on low score, mainly due to other EV funding options being available - Chelmsford Framework as example.
22	19/02/HDC	Town Park Car Park Extension	Extension of the Town Park Car Park, Harlow.	60000	60	HDC - M.S	Defer	This has scored lower than UDC proposals due to no proposed return to NEPP fund. It is proposed that with an arrangement similar to that of UDC, would reach a score of 90 and recommendation to approve.
23	19/03/HDC	Harlow Off-Street Order Review	The proposed Project is to review and amend Harlow Council's OFF street orders, consolidate into Consolidation order and use NEPP mapping software to record and maintain the order.	5000	33	HDC - M.S	Approve	Request to use NEPP's mapping software wouldn't be possible so further discussion on the finer details of this project would be necessary.
-	-	Contingency Fund	To provide additional support for approved projects, where necessary.	200000	-	-	Approve	Most projects do not have fully costed solutions due to pre-project work being necessary and an element of flexibility is therefore necessary to establish full project costs

**Total bid value | 1,499,700**

## Name of scheme: Crafton Green Car Park Extension

### Scheme description:

Crafton Green car park is located off Chapel Hill in Stansted and currently has 51 parking bays, available for short or long stay parking - see location map. The car park is owned by Stansted Parish Council and operated by Uttlesford District Council.

The car park serves several local businesses including Western House (office block), Linden House Hotel (staff and visitors) and the businesses situated along Cambridge Road. The car park is regularly at capacity leading to staff and customers of local businesses searching for on-street parking spaces, which leads to complaints from residents. There have been accidents on Cambridge Road contributed to by the congestion.

Sales of season tickets for the car park have been suspended due to capacity issues.

The opportunity exists to extend the car park into what is currently a grassed area owned by the Parish Council – see area marked “Council Offices Clinic” marked on the location maps. This extension will create approximately 30 additional spaces enough to significantly impact on the capacity issue. The extension will be delivered quickly and has no significant project delivery issues to overcome.

This project could be supported by installation of Variable Messaging Signage (VMS), subject to a separate bid – 19/03/UDC.

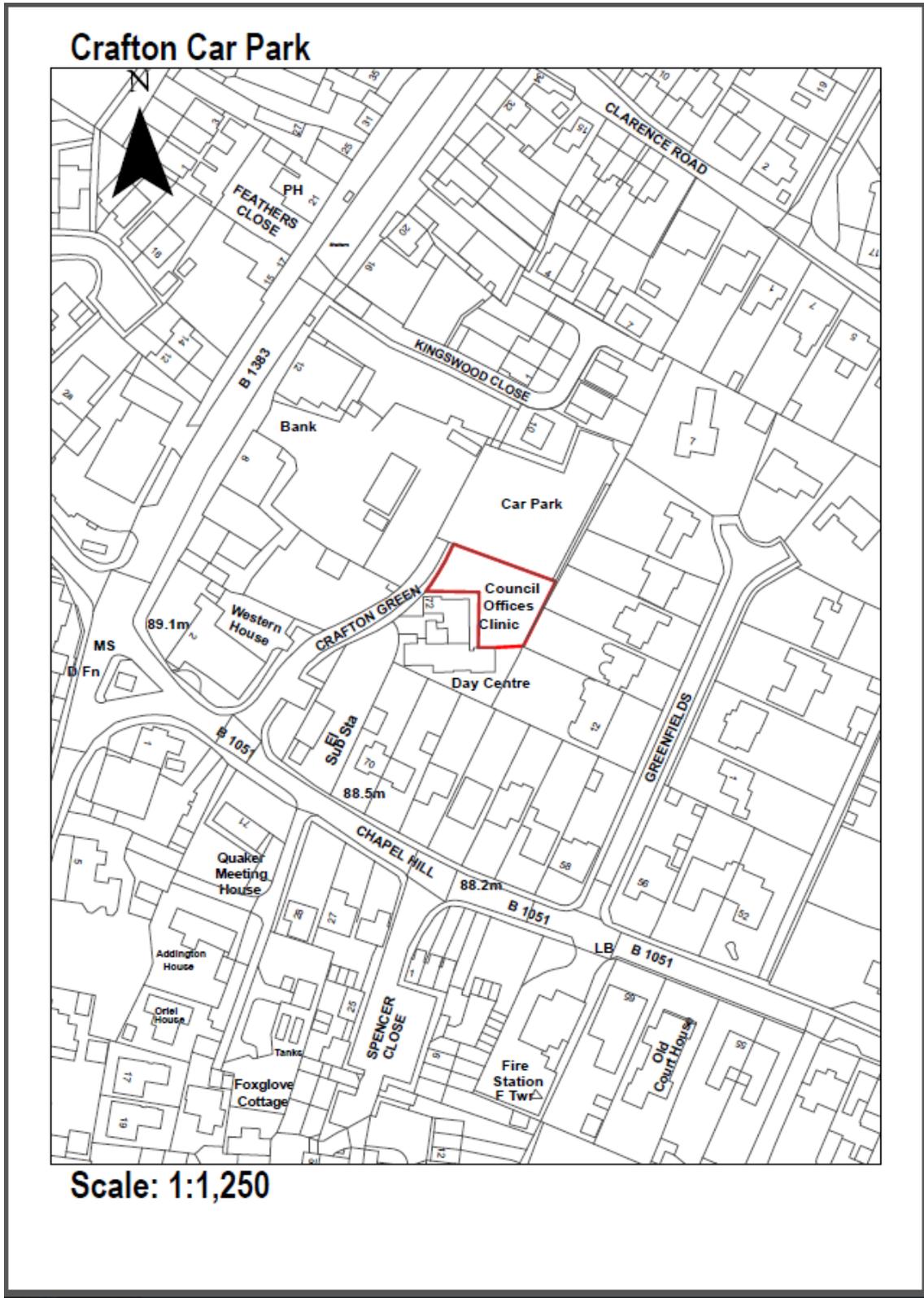
Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	£69,898.77		
Revenue – repairs and maintenance, services			
MATCHED FUNDING	2020/21	2021/22	2022/23

<b>Qualitative Measures</b>
<p><b>Supporting NEPP/ECC objectives:</b></p> <p><u>Essex County Council (ECC)</u>            Through the Local Transport Plan, the County Council has the aims of: tackling congestion; improving accessibility; improving safety; and reducing air pollution. The proposal seeks to reduce congestion particularly along Cambridge Road in Stansted; improve accessibility to the passenger transport provided by the railway and access to the businesses and services in the village centre, improve safety with regard to the Magna Carta Primary Academy and reduce air pollution by enabling users to find a car parking space more efficiently.</p> <p><u>NEPP Parking Management Framework</u>            The framework helps to create a better and safer environment and aims to provide effective on-street parking management across the Partnership area by supporting the following County-wide Parking Policy strategic outcomes. The proposal impacts upon all seven of the frameworks priorities. In addition to the impacts outlined in the previous ECC section, the proposal embraces new technology via variable message signage, works together with both stakeholders in the public and private sectors and delivers a more effective and efficient parking service.</p> <p><u>Uttlesford District Council</u>            The Council’s Corporate Plan includes a priority to “support sustainable business growth”. The corporate Economic Development Strategy 2018-21 outlines a number of priorities including the goal of supporting the viability and vitality of the town and village centres. The three town and village centres are seen as important to the quality of life of residents in the district.</p> <p>The district’s car parks are all located in those centres, Great Dunmow, Saffron Walden and Stansted Mountfitchet. The emerging Uttlesford Car Park Strategy has two key priorities, the first of which is “To ensure that the council’s car parks are fit for purpose in supporting the vitality and viability of our town and key village centres”.</p>
<p><b>Viability:</b></p> <p>The project would be delivered within 12 months. Detailed projected costings have been provided.</p>
<p><b>Finance:</b></p> <p>The estimated cost of extending the car park is £69,898.77. Detailed cost breakdowns have been provided.</p> <p>The proposal includes an income share of 10% of the gross revenue with NEPP for the whole car park for a five year period.</p>

<p><b>Social Value:</b></p> <p>The council has a corporate goal of supporting town and village centre businesses. This project would support this goal.</p> <p>Air quality and road safety could be positively impacted on by reducing congestion and journey times.</p> <p><u>Magna Carta Primary Academy</u></p> <p>The newly rebuilt Magna Carta Primary Academy located on St Johns Road and a short distance from both car parks does not have sufficient capacity either on site or on road for the safe dropping off and picking up of school children. There are safe walking routes from both car parks to the schools.</p> <p>The Chair of the Board of Governors has approached the District Council to see if car parking spaces might be available at Crafton Green and Lower Street car parks for use by parents, etc to park and walk their children to the nearby school. There is currently insufficient capacity at either car park to enable this to happen. The Chair advises that this is a serious and growing health and safety issue as more children join the academy year on year.</p> <p>The expansion of capacity at both car parks would enable some spaces to be offered for use by parents and help to resolve this important issue.</p>
<p><b>Additional value for money:</b></p>

### Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
60	30	<b>90</b>
<p>Recommendation: <b>Approve</b></p>		



## Name of scheme: Lower Street Car Park Extension

### Scheme description:

Lower Street Car Park located off Lower Street in Stansted currently has 209 bays and is a short and long stay car park – see location map. The car park is owned and operated by Uttlesford District Council and provides short and long stay parking for commuters, visitors to the Castle and residents of the Castle Maltings development.

The long stay provision of the car park is consistently at or very close to capacity leading to staff and customers searching for on-street parking. Much of the long stay parking is utilised by commuters using the nearby railway station.

We estimate that the long stay provision of the car park is a minimum of 60 spaces short to effectively fulfil its role in this location.

The opportunity exists to:

1. Extend the car park into an area to the side of the existing car park owned by the District Council – see long narrow area marked in red adjacent to The Castle marked on the location map. This extension will create 27 additional spaces sufficient to impact on the long stay capacity issue; and
2. Refurbish an existing privately-owned car park adjacent to and accessed via Lower Street car park and enter into an agreement with the management company that operates the car park – see “triangular” shaped area marked in red on the location map. This will release 20 additional spaces for use as long stay pay and display car parking.

This project could be supported by installation of Variable Messaging Signage (VMS), subject to a separate bid – 19/03/UDC.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	£127,438.01		
Revenue – repairs and maintenance, services			
MATCHED FUNDING	2020/21	2021/22	2022/23

<b>Qualitative Measures</b>
<p><b>Supporting NEPP/ECC objectives:</b></p> <p><u>Essex County Council (ECC)</u> Through the Local Transport Plan, the County Council has the aims of: tackling congestion; improving accessibility; improving safety; and reducing air pollution. The proposal seeks to reduce congestion particularly along Cambridge Road in Stansted; improve accessibility to the passenger transport provided by the railway and access to the businesses and services in the village centre, improve safety with regard to the Magna Carta Primary Academy and reduce air pollution by enabling users to find a car parking space more efficiently.</p> <p><u>NEPP Parking Management Framework</u> The framework helps to create a better and safer environment and aims to provide effective on-street parking management across the Partnership area by supporting the following County-wide Parking Policy strategic outcomes. The proposal impacts upon all seven of the frameworks priorities. In addition to the impacts outlined in the previous ECC section, the proposal embraces new technology via variable message signage, works together with both stakeholders in the public and private sectors and delivers a more effective and efficient parking service.</p> <p><u>Uttlesford District Council</u> The Council’s Corporate Plan includes a priority to “support sustainable business growth”. The corporate Economic Development Strategy 2018-21 outlines a number of priorities including the goal of supporting the viability and vitality of the town and village centres. The three town and village centres are seen as important to the quality of life of residents in the district.</p> <p>The district’s car parks are all located in those centres, Great Dunmow, Saffron Walden and Stansted Mountfitchet. The emerging Uttlesford Car Park Strategy has two key priorities, the first of which is “To ensure that the council’s car parks are fit for purpose in supporting the vitality and viability of our town and key village centres”.</p>
<p><b>Viability:</b></p> <p>The project would be delivered within 12 months. Detailed projected costings have been provided.</p>
<p><b>Finance:</b></p> <p>The estimated cost of extending the car park is £73,017.95 and refurbishing the existing car park is £54,420.06. Detailed cost breakdowns have been provided.</p> <p>The proposal includes an income share of 10% of the gross revenue with NEPP for the estimated total of 47 extra car park spaces for a five-year period.</p>

**Social Value:**

Increase and improvement in residential parking provisions.

The council has a corporate goal of supporting town and village centre businesses. This project would support this goal.

Air quality and road safety could be positively impacted on by reducing congestion and journey times.

Magna Carta Primary Academy

The newly rebuilt Magna Carta Primary Academy located on St Johns Road and a short distance from both car parks does not have sufficient capacity either on site or on road for the safe dropping off and picking up of school children. There are safe walking routes from both car parks to the schools.

The Chair of the Board of Governors has approached the District Council to see if car parking spaces might be available at Crafton Green and Lower Street car parks for use by parents, etc to park and walk their children to the nearby school. There is currently insufficient capacity at either car park to enable this to happen. The Chair advises that this is a serious and growing health and safety issue as more children join the academy year on year.

The expansion of capacity at both car parks would enable some spaces to be offered for use by parents and help to resolve this important issue.

**Additional value for money:**

**Scoring/Recommendation**

Quantitative Score	Qualitative Score	Total Score
55	25	<b>80</b>
Recommendation: <b>Approve</b>		



## Name of scheme: Variable Messaging Signage - Uttlesford

### Scheme description:

To introduce a new Variable Messaging Signage (VMS) system in Uttlesford. This could include the locations Stansted Mountfitchet, Saffron Walden and Great Dunmow.

With issues concerning car park capacity and with prospective car park extensions in Crafton Green and Lower Street car parks, there is a need to better manage motorist decision-making during their journey.

Saffron Walden is a market town with narrow streets so directing customers to the car parks that have best availability and to those that best suit their requirements (Short/Long stay) is important. A climate emergency has been declared and reducing congestions and improving air quality are therefore important issues to resolve.

VMS systems are known to improve the customer experience as journey times can be reduced and the most suitable car parks are located earlier on in their journey.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£90,000		
Revenue – repairs and maintenance, services	c.£10,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- This project seeks to assist in the free flow of traffic thereby reducing congestion.
- Air quality issues in Colchester have meant that a climate emergency has been declared and steps to address this issue are a key priority for CBC.
- Improved accessibility to off-street parking locations
- Customer experience is improved

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that a consultant is used to assist in identifying the possible impact and benefits of introducing VMS in each location.</li> <li>• Due to the varying types of signage on the market and the cost of these systems, it is important that specifications and eventual procurement are considered carefully.</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• A budget of £100,000 may be necessary to support this project, although is dependent on the number of locations deemed appropriate for VMS installations.</li> <li>• Some flexibility would be necessary pending the outcome of further location assessments and an amended application with updated scoring, may therefore be necessary</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improved customer experience</li> <li>• Positive environmental impact – congestion reduction and air quality improvements</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Ability to gather data on space occupancy/availability – ‘Big Data’.</li> <li>• Assists future technological developments with autonomous vehicles</li> <li>• Resolves local parking issues and assists in overcrowding in key urban areas through better car parking space management.</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
50	35	85
<p><b>Recommendation:</b> <b>Conditional Approval</b></p>		

## Name of scheme: Variable Messaging Signage (Colchester)

### Scheme description:

This proposal seeks to review the pre-existing Variable Messaging Signage (VMS) system and install additional signage in identified key locations around Colchester. The current system does not cover all Town Centre car parks and the location of current signage is not extensive and doesn't cover all the main arterial routes into the town.

VMS systems are used to help inform motorist decision-making at various stages of their journey by indicating space availability in car parks. This improves the customer experience as locating available parking spaces is easier, whilst helping to reduce congestion (and therefore air quality).

Colchester has declared a 'climate emergency' and this project would contribute to the Borough's response to tackling this issue in a proactive manner.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£110,000		
Revenue – repairs and maintenance, services	c.£10,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- This project seeks to assist in the free flow of traffic thereby reducing congestion.
- Air quality issues in Colchester have meant that a climate emergency has been declared and steps to address this issue are a key priority for CBC.
- Improved accessibility through better route-planning capabilities

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• Pre-assessments on utility infrastructure have been partially carried out and Essex Highways are aware of the project scope.</li> <li>• At this stage are no significant issues to be overcome for the project to be considered viable, however it may be prudent to consider the involvement of a consultant to review possible impacts of the project and to further advise on signage location recommendations.</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Initial tentative quotations indicate a cost of around £10-12,000 per sign.</li> <li>• Installation and on-going maintenance/support needs to be considered in quotations and should provide detailed specifications and infrastructure assessments.</li> <li>• Some flexibility in funding should be considered due to the variable nature of the signage.</li> <li>• On this basis, a prospective budget of c.£120,000 would be necessary to achieve the project objectives.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improved customer experience</li> <li>• Positive environmental impact – congestion reduction and air quality improvements</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• Ability to gather data on space occupancy/availability – ‘Big Data’.</li> <li>• Assists future technological developments with autonomous vehicles</li> <li>• Resolves local parking issues and assists in overcrowding in key urban areas through better car parking space management.</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
50	35	<b>85</b>
<p>Recommendation: <b>Approve</b></p>		

## Name of scheme: Construction of Parking Layby – Manor Road Colchester

### Scheme description:

This proposal seeks to repurpose a small patch of land which forms part of the St Marys Car Park ‘footprint’.

This area of land was previously home to Shop Mobility and has since been cleared. Given the prime Town Centre location, this land could be put to good use and it has been identified as being an option for a possible EV charging station, off-street residential permit parking, or simply an extension to the current car park through ‘MiPermit only’ tariffs. It is thought that up to 4 parking bays could be created.

Quotes to repurpose the land, including resurfacing, has been quoted at c.£20,000. To make the land suitable for installation of EV charging points is yet to be determined – subject to quotes from UKPN which only last up to 30 days.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£25,000		
Revenue – repairs and maintenance, services			
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Improves accessibility to an overcrowded area of the town
- Could help improve air quality as it would reduce the time spent looking for spaces
- Would help support innovation by facilitating EV charging points (if agreed)

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• BP Chargemaster are currently considering the site for its suitability for EV charge points and we wait for their proposal before any further decisions on this are made.</li> <li>• This proposal is not to include works relating to EV charging as the potential costs for 3-phase supply works are variable and could be extensive.</li> <li>• As quotes have been obtained for the repurposing works, there are no issues concerning the viability of this project as this is CBC land and easily accessible.</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Initial quotes have been obtained (£19,500) although these may require an update depending on the eventual purpose of the parking bays.</li> <li>• The cost of works to enable EV charging points is currently unknown however development of the site would occur regardless of the EV capability.</li> <li>• Income from tariffs on the spaces could support future schemes</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Ability to offer greater parking provisions in an area that already suffers from on-street parking overcrowding (an RPZ is in place).</li> <li>• Could facilitate EV charging within a residential area. This could prove an interim solution, before on-street charging becomes a necessity.</li> <li>• The proximity to local businesses means that these spaces would be in high demand and would therefore help support increasing Town Centre vitality</li> <li>• Improves the street scene</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• Supports economic development</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
53	26	<b>79</b>
<p>Recommendation: <b>Approve</b></p>		

## Name of scheme: Colchester Town Centre Review

### Scheme description:

This proposal is for a full review of current Traffic Regulation Orders within Colchester Town Centre.

The current restrictions, in some cases, may not meet the necessary demand of visitors to and businesses within the town. The Town Centre dynamic has changed in recent years and there are pressures on businesses to offer new types of services. Online shopping has meant that the traditional 'High Street' is not the default shopping destination and therefore supporting and encouraging Town Centre vitality is becoming an important issue.

Whilst parking restrictions are only a small element of this issue, it is necessary to reconsider the needs of those most affected. Combined with changes to the blue badge eligibility requirements, demands on the types of parking provisions are likely to change and pro-active consideration of this is necessary.

Air quality and congestion are also concerning within the town. Reviewing parking provisions could also help address some of these issues as it could help to manage the level of and type of traffic at certain times of the day through strategically planning the nature of parking availability and times of restriction.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£20,000		
Revenue – repairs and maintenance, services	c.£5,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Helps improve road safety
- Air quality and congestion can be addressed through better management of on-street parking provisions
- Improved accessibility to town centres, public transport and residential areas are possible outcomes

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• There are no known issues that would affect project viability.</li> <li>• Technical team resource would be enough to support this project.</li> <li>• Survey work may be necessary to help inform decision-making</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• A budget of around £25,000 should be enough for survey consultation works and any implementation that may follow.</li> <li>• Final cost is dependent on number of changes required (if necessary)</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improved access to Town Centre areas for businesses and other customers</li> <li>• Better use of current parking provisions – positively affecting businesses and visitors</li> <li>• Possible positive impacts on air quality and congestion</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• Considering a wider area in a single review would be cost-effective and prevent multiple amendments over a longer period</li> </ul>

### Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
55	40	<b>95</b>
<p>Recommendation: <b>Approve</b></p>		

## Name of scheme: Traffic Regulation Order Reviews – Clacton and Dovercourt

### Scheme description:

To review the current Traffic Regulation Orders in Clacton-on-Sea and Dovercourt.

There is a desire to improve Town Centre vitality in what is generally considered a ‘seasonal’ location. Current parking provisions for shoppers need to be reviewed and a number of options have been proposed.

This work could be in conjunction with Essex Highways as there may be some necessary alterations to the road network to facilitate the proposed changes.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	Up to £40,000		
Revenue – repairs and maintenance, services	Up to £10,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Proactive parking management through reviewing current TROs leading to restrictions which best serve the current on-street requirements.

#### Viability:

- There are no known issues that would affect project viability.
- Technical team resource would be sufficient to support this project.

<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>Up to £50,000 would be enough to cover a review and implementation of any necessary changes.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>Improved access to urban areas</li> <li>Better use of the current parking provisions – positively affecting businesses and residents.</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>Considering a wider area in a single review would be cost-effective and prevent multiple amendments over a longer period of time.</li> </ul>

### Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
55	40	<b>95</b>
<p>Recommendation: <b>Approve</b></p>		

## Name of scheme: Additional TRO Schemes

### Scheme description:

This proposal is to increase the number of TRO schemes for the Tendring District from the current list.

Whilst the current list is not extensive, this project would enable the usual limit of 6 schemes to be put to good use in the following year and reduce the chances of a possible build-up of schemes in future years.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£20,000		
Revenue – repairs and maintenance, services	c.£5,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP objectives:

- Helps improve road safety
- Air quality and congestion can be addressed through better management of on-street parking provisions
- Improved accessibility to town centres, public transport and residential areas are possible outcomes
- Improves overall quality of the public realm

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• Current and expected NEPP resources can deal with increased demand, with a structured work programme</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Total cost of project to be determined once viable schemes are confirmed and approved.</li> <li>• £25,000 estimated cost</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improved access to Town Centre areas for businesses and other customers</li> <li>• Better use of current parking provisions – positively affecting businesses and visitors</li> <li>• Possible positive impacts on air quality and congestion</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Facilitates restriction improvements</li> <li>• Reduces waiting time on list</li> <li>• Aids movement of public transport</li> </ul>

### Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
55	32	<b>87</b>
<p>Recommendation: <b>Approve</b></p>		

## Name of scheme: Variable Messaging Signage – Clacton-on-Sea

### Scheme description:

To introduce a new Variable Messaging Signage (VMS) system in Clacton-on-Sea.

Clacton is commonly viewed as a 'seasonal' destination with peaks in demand for parking and there is a need to better manage motorist decision-making during their journey.

Furthermore, due to the current road network around Clacton, visitors are arguably diverted away from car parks which in some cases, may best fit their needs.

VMS systems are known to improve the customer experience as journey times can be reduced and the most suitable car parks are located earlier on in their journey. Distributing residents and visitors across car parks can also assist in reducing congestion and whilst air quality is not currently a known concern in the town, this would serve to be a preventative measure.

Work would be necessary to identify main arterial routes for installations, including which car parks would be best served by a VMS system.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£90,000		
Revenue – repairs and maintenance, services	c.£10,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- This project seeks to assist in the free flow of traffic thereby reducing congestion.
- Contributes to preventing possible air quality issues
- Improved accessibility to off-street parking locations
- Customer experience is improved

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that a consultant is used to assist in identifying the possible impact and benefits of introducing VMS in each location.</li> <li>• Due to the varying types of signage on the market and the cost of these systems, it is important that specifications and eventual procurement are considered carefully.</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• A budget of £100,000 may be necessary to support this project, although is dependent on the number of locations deemed appropriate for VMS installations.</li> <li>• Some flexibility would be necessary pending the outcome of further location assessments and an amended application with updated scoring, may therefore be necessary</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improved customer experience</li> <li>• Positive environmental impact – congestion reduction and air quality improvements</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Ability to gather data on space occupancy/availability – ‘Big Data’.</li> <li>• Assists future technological developments with autonomous vehicles</li> <li>• Resolves local parking issues and assists in overcrowding in key urban areas through better car parking space management.</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
50	35	85
<p>Recommendation: <b>Conditional Approval</b></p>		

## NEPP Reserve Fund Application

Bid No: 19/01/EFDC

## Name of scheme: Traffic Regulation Order Long List

**Scheme description:**

To review and implement, where appropriate, the current EFDC TRO scheme long list.

There are several historical outstanding applications which have remained on the EFDC long list as 'deferred' schemes. This application would seek to work through this list to implement schemes that otherwise may not be approved due to lower priority or funding restrictions.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	Up to £55,000		
Revenue – repairs and maintenance, services	Up to £15,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

**Qualitative Measures****Supporting NEPP/ECC objectives:**

- Helps improve road safety
- Air quality and congestion can be addressed through better management of on-street parking provisions
- Improved accessibility to town centres, public transport and residential areas are possible outcomes
- Improves overall quality of the public realm

**Viability:**

- Current and expected NEPP resources can deal with increased demand, with a structured work programme
- Current list contains some already implemented schemes so removal of these would reduce the list

<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Total cost to of project to be determined once viable schemes are confirmed.</li> <li>• £70,000 estimated cost based on current list</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improved access to Town Centre areas for businesses and other customers</li> <li>• Better use of current parking provisions – positively affecting businesses and visitors</li> <li>• Possible positive impacts on air quality and congestion</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Facilitates restriction improvements</li> <li>• Reduces waiting time on list</li> <li>• Aids movement of public transport</li> </ul>

### Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
55	32	<b>87</b>
<p>Recommendation: <b>Approve</b></p>		

## Name of scheme: Epping Forest District Parking Strategy

### Scheme description:

This proposal is for a parking strategy to be devised for the Epping Forest District.

As this is a prospective project awaiting further information and the outcomes of a local sustainable travel strategy to be devised and published, no further information is currently available for consideration. Common outcomes of a strategy have been included to assist in initial scoring and for the bid to be registered.

It is therefore proposed that this bid application be deferred until further information is available.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees			
Revenue – repairs and maintenance, services	£30,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- A review would look to achieve the main objectives as a minimum
- Aid movement of public transport
- Could facilitate taxi rank improvements
- Would seek to improve air quality and reduce congestion

#### Viability:

- A project of this size would require resource planning however could be achieved in a quicker period with consultancy assistance where necessary.
- The project would rely on the sustainable travel strategy to be published in order to effectively meet any linked objectives.

<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• A review similar in scope to that carried out for Colchester would cost in the region of £30,000</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improving quality of public realm</li> <li>• Links to economic development</li> <li>• Town centre vitality a key theme</li> <li>• Would seek to improve air quality and reduce congestion</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• ‘Big Data’ gathering could follow – from surveys, as an example.</li> </ul>

### Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
45	40	<b>85</b>
<p><b>Recommendation: <span style="color: orange;">Defer</span></b></p>		

## Name of scheme: Electric Vehicle Charge Points

### Scheme description:

The purpose of the project is to provide electric vehicle charging points encouraging use of town centre shopping areas, leisure centre facilities and supporting residents of and visitors to the Epping Forest District (and surrounding areas) making environmentally considered transport choices.

This application is made in accordance with Section 55 of the Road Traffic Regulation Act 1984 as it contributes to environmental improvement through facilitating the reduction of pollution through encouraging the use of electric vehicles.

Locations for installation are yet to be determined, however this project would aim to assess the feasibility of desired locations, with consideration to the available procurement frameworks available – including that offered by Chelmsford City Council.

Completion of the scheme will improve electric vehicle charging access to residents and visitors to the district, complementing existing privately installed charging point and improving the Council's own facilities in the area.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£25,000		
Revenue – repairs and maintenance, services			
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Supports NEPP key objectives of innovation and education, both increasing accessibility to the advances in vehicle technology and demonstrating to other car users the benefits of alternative environmentally friendly vehicle types.
- Contributes towards priorities to improve air quality and embraces new technology.

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• Project dependent on establishing suitable sites for charge point installation (to be determined by provider in most cases)</li> <li>• A number of available frameworks available for procurement however this should be considered by EFDC as funding would be necessary were the 'zero-cost' option not be taken.</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Project cost dependent on final procurement option (to be determined by EFDC)</li> <li>• Bid for £25,000 to support initial works although it's currently unknown how much infrastructure works would be due to number of variables.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Contributes towards resolving an important, current global issue.</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Possible recycling of income generated from spaces (depending on the applicable tariff, if any and the charging supplier agreement).</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
19	20	<b>39</b>
<p>Recommendation: <b>Reject</b></p>		

## NEPP Reserve Fund Application

Bid No: 19/04/EFDC

## Name of scheme: St Johns Road Sports Centre - Facilitative TRO Works

### Scheme description:

This project proposal would see to facilitate a proposed new Sports Centre development in St Johns Road, Epping, by providing additional on-street parking provisions.

There would need to be a review of current restrictions, which has already been carried out preliminarily, to establish suitable TRO amendments and/or new supportive restrictions, such as limited waiting bays or permit parking.

This project is dependent on planning permission being granted for the development.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£20,000		
Revenue – repairs and maintenance, services	c.£5,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Seeks to improve accessibility to a new local service, enhancing the vitality and vibrancy of the area

#### Viability:

- Project is viable should planning permission be given for the new development
- Initial feasibility has been established with rough maps produced and several possible TRO revisions have been identified

<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• A budget of around £25,000 should be enough for survey consultation works and any implementation that may follow.</li> <li>• Final cost is dependent on number of changes required which should impact positively on scoring.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improved access to Town Centre areas for use of new facility</li> <li>• Better use of current parking provisions – positively affecting businesses and visitors in the vicinity</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• Supports Town Centre Vitality</li> </ul>

### Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
35	10	<b>45</b>
<p><b>Recommendation: <span style="color: orange;">Defer</span></b></p>		

## Name of scheme: Colchester Park & Ride (Further Developments)

### Scheme description:

To support further technological development of the Colchester Park & Ride through MiPermit innovations.

The Colchester P&R site currently operates solely through MiPermit as the cashless solution. There are limitations to this solution due to the requirement for Concessionary users of the service, not needing to pay. The current solution of this is inefficient and is not customer-facing. Some work is required to develop a customer-facing system so that parking stays for all users of the site are logged as desired. This is even more important as a Parking Order is imminently being introduced to allow enforcement on the site to occur.

There will also be a requirement for a revision of signage on the site and new tariff/information boards will need to be installed to improve communications.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£10,000		
Revenue – repairs and maintenance, services	c.£5,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Digital innovation to provide a better and more efficient service
- Seeks to help resolve environmental issues including congestion and improving air quality
- Pressures on blue badge parking bays are increasing as a result of new legislation and the P&R service could help reduce the level of demand

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• MiPermit is already in place at this site so works are developmental and not expected to cause any issues</li> <li>• ECC are happy to consider several alternatives, to be determined in pre-project discussions with Chipside</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Cost of developmental time with Chipside is £250 p/d</li> <li>• Developmental time is currently unknown -</li> <li>• Devices are likely to be required to support any solution so c.£5,000 would likely be necessary for an iPad-type solution – as present in other sites</li> <li>• It is proposed that NEPP may benefit from PCN income to help support the overall service – final details to be discussed however positive meetings have already been held</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Looks to support and improve an environmentally friendly mode of transport</li> <li>• Offering an efficient and customer-friendly service could help increase usage, thereby reducing the impact of congestion in a town subject to a ‘climate emergency’</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Further supports the rollout of the MiPermit solution to achieve a fully cash and paperless service</li> <li>• Desire to link P&amp;R data/information into more general public transport applications to assist in travel planning</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
45	49	<b>94</b>
<p>Recommendation: <b>Approve</b></p>		



## NEPP Reserve Fund Application

Bid No: 19/01/NEPP

## Name of scheme: Car Park Directional Signage (Across Partnership)

### Scheme description:

To review car park directional signage in all districts (where VMS is not being considered).

Influencing motorist behaviour is important in order to ensure that customers know where to find the correct type of car park – either long or short stay – but also so that journeys are free-flowing and do not contribute to congestion. Lack of clarity around car park locations can cause this issue so this project would seek to improve, where necessary, the signage to council-owned car parks.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£25,000		
Revenue – repairs and maintenance, services	c.£5,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- This project seeks to assist in the free flow of traffic thereby reducing congestion.
- Air quality issues could improve
- Supports steps to improve Town Centre vitality by directing customers to the most appropriate car park (i.e short or long-stay)
- Better direction could also lead to an increase in car park usage – possible increase in income as a result.

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• There are no issues that would be considered to impact on project viability</li> <li>• Signage would be installed on pre-existing street furniture where possible</li> <li>• Approval would be required from Essex Highways before any changes</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• A fund of up to £30,000 may be necessary, subject to findings from any internal survey work undertaken.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Quicker and better-informed customer journey and experience</li> <li>• Supports business improvement and potential for increased visitor footfall</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• Relatively low cost of signage and value for money</li> <li>• Flexibility to consider improvements during other project 'downtime' and therefore less resource-heavy.</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
45	28	<b>73</b>
Recommendation: <b>Approve</b>		

## Name of scheme: On-Street Bay Sensors Pilot

### Scheme description:

This proposal would seek to implement a trial/pilot scheme for bay sensor technology within Town Centre locations, initially in Colchester and Clacton with further locations across the partnership considered after review.

Following some initial discussions with Essex Highways and Buckinghamshire Council (who have a current pilot scheme in place), there are several benefits that implementing this type of technology would bring. Improved patrol scheduling, data gathering and an improved customer-facing service to enhance the turnover and usage of on-street parking bays could result.

Smart Parking have been identified as a possible provider of this system are producing a proposal for these pilot schemes.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£150,000		
Revenue – repairs and maintenance, services			
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Improving the efficiency of the service through better patrol planning
- Use of technology to improve the service to our customers
- Flow of traffic improved as space availability is published online/smartphone app
- Supports local businesses through increased patrol capabilities

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>Working in conjunction with Essex Highways, this project would be viable as there is a flexibility to implement in stages, according to requirements and budgetary restrictions.</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>No quotes have been obtained at this stage however Buckinghamshire Council had 170 sensors and 19 WiFi hotspots installed for c.£60,000.</li> <li>A budget of £150,000 should facilitate a similar sized pilot taking place, with the additional scope to extend the scheme should the initial pilot be successful and warrant further implementation.</li> <li>Procurement may be possible through Ringway Jacobs contracts with ECC.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>Increase in turnover of limited waiting bay usage due to more accurate enforcement</li> <li>Businesses could benefit from additional footfall as a result</li> <li>Ability to advertise where blue badge bays are located and their availability in real-time – improved customer service.</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>Big data gathering and improved reporting</li> <li>Improved ability to schedule patrols through better knowledge of bay usage</li> <li>Reactionary enforcement is also made possible</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
50	48	<b>98</b>
Recommendation: <b>Approve</b>		

## Name of scheme: Parkius Trial

### Scheme description:

This proposal is for funding to explore the Parkius technology solution, with an initial pilot scheme to facilitate survey works and a trial of their overall system.

Parkius are a Dutch company who can offer an alternative patrolling system which relies on the premise of a 'Scout' CCTV vehicle which is able to cover a wide geographical area, followed by a small 'responsive' Civil Enforcement Officer team.

In this solution, the 'Scout' vehicle identifies vehicles who may be parked in contravention – most likely in Residential locations, but not limited to – which are then relayed via a back-office assessment, to the patrol team to investigate further. This is designed to improve the efficiency of the team in areas that are typically time consuming to patrol, in the knowledge that a large majority of vehicles are usually compliant.

This solution will also enable there to be large amounts of data gathered on vehicles parked across the area which could help further inform decision-making linked to patrol planning and TRO creation/amendments.

Solutions like this – whilst they would be unable to replace the current whole patrol service – are likely to be the future for parking enforcement services, given their success in cities across Europe (Amsterdam and Paris as examples).

<b>Value of works</b>			
<b>EXPENDITURE</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Capital – building, equipment, infrastructure, fees	c.£40,000		
Revenue – repairs and maintenance, services	c.£20,000		
<b>MATCHED FUNDING</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>

Qualitative Measures
<p><b>Supporting NEPP/ECC objectives:</b></p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the current patrol team through a low-risk, trial format.</li> <li>• Future successful implementation could reduce the need for high cost, low impact methods of patrolling in large areas, like permit zones.</li> <li>• Gaining a greater understanding of general occupancy in limited waiting areas could help inform future parking reviews and current TRO's.</li> </ul>
<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• As this is an initial trial/survey, this will help to establish the feasibility of any further implementation plans</li> <li>• This is a low-risk option and resources to support the trial will be sought from officers in post for the duration</li> <li>• Parkius are offering full training on use of their system</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Discussions are ongoing to finalise the value and terms of the trial contract</li> <li>• £60,000 is a generous budget to allow flexibility in procurement. The trial is anticipated to be significantly less.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• With the ability to cover a larger area in a shorter period of time, this should mean that more vehicles that are parked in contravention, are issued PCNs. Over time, compliance within permit zones should increase which should improve the parking provisions for residents and their visitors.</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• Ability to gather vast amount of data in a large area, over a significant period of time.</li> <li>• Inbuilt API capabilities to make good use of data gathered</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
55	40	<b>95</b>
Recommendation: <b>Approve</b>		

## NEPP Reserve Fund Application

Bid No: 19/04/NEPP

## Name of scheme: Manned School Enforcement Cameras

### Scheme description:

This proposal would look to support a proof of concept/trial of SEA's new manned fixed school enforcement camera system.

Currently, the 'Park Safe' CCTV vehicle is used to enforce school 'no stopping' restrictions. Whilst this is still operational, scheduling its use across a wide geographical area is difficult and arguably contributes to air quality issues and congestion at peak times.

NEPP have been approached by the current supplier – SEA – who have offered a 12-month trial for their new fixed, yet easily movable, camera solution. Cameras can be stationed on lampposts within the proximity of a school, allowing for a greater presence and removing the possibility of parents or guardians from parking whilst the car is not present.

Cameras would be operational and monitored only during restricted times, from a back-office location by a trained Civil Enforcement Officer. This offers a better contextual review of evidence within the real-time environment.

It is proposed that 4 cameras are included within the trial, offering up to 4 schools' daily enforcement, without the need for the vehicle or officer present at the location.

Cameras can be moved to other suitable locations after a defined period of time, which may help to increase compliance, whilst offering better value for money.

It is intended that for the trial, schools that are signed up to the 3PR scheme are first considered for camera presence. This is due to the pre-existing relationship with the schools and it is intended that this project would support and compliment 3PR going forward by offering alternative solutions for parking.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£48,000		
Revenue – repairs and maintenance, services	c.£32,000		
<b>Total</b>	<b>c.£80,000</b>		

<b>Qualitative Measures</b>
<p><b>Supporting NEPP/ECC objectives:</b></p> <ul style="list-style-type: none"> <li>• Achieves increased safety objectives through a more permanent enforcement presence at each location, whilst offering flexibility to relocate the cameras.</li> <li>• Could result in reduced congestion around schools and supports innovation as well as the current 3PR scheme.</li> <li>• Aids in supporting the education of motorists through the close links with the pre-existing 3PR scheme.</li> </ul>
<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• This project is ready for implementation with additional officer training scheduled.</li> <li>• SEA provide the end-to-end solution and there are no barriers to the project being implemented, aside from funding approval.</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Final quotations will be necessary once pre-project work is completed</li> <li>• A detailed trial proposal has been received from SEA totalling £60,237. The additional bid value is to enable infrastructure to be put in place to support camera moves and reinstallations, to include highways works.</li> <li>• Procurement to take place through Chipside.</li> <li>• There will be a resulting PCN income from those PCN's issued which could support the project moving forward, whilst offering a reciprocal funding stream.</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Seeks to address an emotive parking issue</li> <li>• Supports the positive and successful work that the 3PR scheme is doing through engaging with the local community and education</li> </ul>
<p><b>Additional qualitative measures:</b></p> <ul style="list-style-type: none"> <li>• This is a low-risk project as it is on a trial-only basis</li> <li>• Offers the ability to assess the full solution, before determining whether further implementation would be beneficial</li> <li>• The ability to gather more extensive, localised data would be invaluable</li> <li>• Value for money is achieved due to replacement funding stream from PCN's and cameras will be owned giving scope for future use for other enforcement.</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
66	40	<b>104</b>
Recommendation: <b>Approve</b>		



## NEPP Reserve Fund Application

Bid No: 19/05/NEPP

## Name of scheme: Commuter Parking Reviews

### Scheme description:

This project would seek to review requirements for additional commuter parking restrictions in all affected districts.

Specific locations are yet to be determined; however, issues have been identified in Copford and the Tollgate area of Colchester. Locations close to rail stations on the Braintree line could be also be included.

Surveys may be necessary to determine localised impacts of commuter parking although there is scope to incorporate schemes yet to be approved by Committee Members.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£30,000		
Revenue – repairs and maintenance, services	c.£20,000		
<b>Total</b>	<b>c.£50,000</b>		

### Qualitative Measures

#### Supporting NEPP objectives:

- Aiding the movement of public transport in currently congested areas
- Improving air quality by encouraging use of public transport by discouraging unnecessary car journeys
- Increasing and preserving the accessibility of residential areas for those who need it

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• Similar reviews have been conducted on a more local basis – e.g Epping and Loughton reviews - so there is precedent for the project to be widened to other areas.</li> <li>• Surveys and localised consultations may be necessary</li> <li>• TRO works are now more simple to carry out due to map/tiled orders, reducing time and cost</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• A budget of £50,000 should be sufficient to achieve a thorough review</li> <li>• Possible return revenue stream through increased permit zones, where necessary</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Improving quality of public realm by reducing overcrowding and congestion and improving air quality</li> <li>• Supporting local business by protecting parking provisions for those who need them</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Facilitates restriction improvements</li> <li>• Town centre vitality could be improved through more consistent, localised approach</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
55	32	<b>87</b>
<p>Recommendation: <b>Approve</b></p>		

## NEPP Reserve Fund Application

Bid No: 19/06/NEPP

## Name of scheme: Command Centre

### Scheme description:

This project would look to support the development of a new Command Centre system by Chipside – NEPP’s current notice processing and cashless parking provider.

The proposed idea behind the Command Centre is to combine a data aggregator (Oppidatim) with real-time information to provide a more reactionary service, whilst being able to increase the amount of reportable data to help inform patrol scheduling, car park operations and other areas of the NEPP operation.

This would result in a ‘monitoring station’ facility to display live data across a number of monitors. A demonstration model has been seen in action at Chipside’s Headquarters.

NEPP currently use a number of systems – Case Manager, MiPermit and Cale-Flowbird Web Office, to name a few. Proposed projects include increased VMS, bay sensors and fixed camera solutions and to have a system that combines data from all sources would greatly benefit the service.

Value of works			
EXPENDITURE	2020/21	2021/22	2022/23
Capital – building, equipment, infrastructure, fees	c.£25,000		
Revenue – repairs and maintenance, services,	c.£5,000		
MATCHED FUNDING	2020/21	2021/22	2022/23

### Qualitative Measures

#### Supporting NEPP/ECC objectives:

- Innovation and technological advances to help support the deliverable service
- Possible impacts on reducing congestion through having better real-time information
- Could look to include air quality information to help influence motorist decision-making to avoid affected areas

<p><b>Viability:</b></p> <ul style="list-style-type: none"> <li>• Chipside are actively developing this system with the help of NEPP and will require funding to assist in the development of this system, to meet NEPP requirements</li> <li>• The amount of technological investment is currently unknown and therefore the full cost of the project can only be estimated</li> </ul>
<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• £30,000 would cover the collaborative developmental costs with Chipside, to include the necessary technological investment (monitors, computer hardware, etc).</li> </ul>
<p><b>Social Value:</b></p> <ul style="list-style-type: none"> <li>• Town centre vitality could be improved as parking issues could be addressed more efficiently than is the case now.</li> <li>• Being able to draw upon live air quality and congestion data would mean better route-planning could be achieved – this relies on integration with other mapping technologies (e.g Google/Apple Maps).</li> </ul>
<p><b>Additional value for money:</b></p> <ul style="list-style-type: none"> <li>• Big data gathering and sharing</li> <li>• Connected vehicle development</li> <li>• Operational efficiencies and improvements</li> </ul>

## Scoring/Recommendation

Quantitative Score	Qualitative Score	Total Score
58	46	<b>104</b>
<p>Recommendation: <b>Approve</b></p>		

## NEPP Reserve Fund Application

Date: 16 December 2019

This application is made to the NEPP Civil Parking Reserve for consideration in the future works programme.

### Name of Scheme: Electric Charging Points (College Square island)

#### Scheme description:

The proposed Project is the installation of electric vehicle charging spaces in Harlow on island in College Square, central Harlow.

The purpose of the project is to provide electric vehicle charging points encouraging use of town centre shopping area and supporting residents and visitors of Harlow making environmentally considered transport choices.

This application is made in accordance with Section 55 of the Road Traffic Regulation Act 1984 as it contributes to environmental improvement through facilitating reduction of pollution via use of electric vehicles.

Completion of the scheme will improve electric vehicle charging access to residents and visitors to the town, complementing existing privately installed charging points, and initiating the Council's own facilities in this area. Clean and Green environment is a Corporate Priority for the Council, shared by neighbouring authorities, and across Essex.

Value of works		
EXPENDITURE	2020/21	2021/22
Capital – building, equipment, infrastructure, fees	£25,000	
Revenue: repairs and maintenance, services	£1,200	
MATCHED FUNDING	2020/21	2021/22
	0	0

#### Qualitative measures:

##### Supporting NEPP objectives:

The scheme to install charging points central Harlow supports NEPP key objectives of innovation and education, both increasing accessibility to advances in vehicle technology, encouraging their presence in highly sought after parking areas and demonstrating to other car users the benefits of alternative 'green' vehicle types.

The scheme supports the Positive Parking Agenda – contributing towards priorities to improve air quality, embrace new technology and provide effective and efficient parking management through provision of managed spaces for electric vehicles. The scheme also improves access to services

## NEPP Reserve Fund Application

Date: 16 December 2019

and amenities, contributing to the economic vitality and vibrancy of the town which forms a founding principle of local amenity provision within the original Harlow New Town master design plan.

### Viability:

The scheme is deliverable: within 2 years , supports County Council aims to promote economic growth and protect the environment. The scheme supports the Parking Management Framework in reduction of emissions and improvement of air quality through supporting use of electronic vehicles.

### Finance:

No matched funding available for non residential electronic vehicle facilities, but provision of these spaces may boost awareness of charge points and result in further roll out in residential neighbourhoods. The project could not progress without NEPP funding as OLEV central funding available is limited to on street locations only, town centre locations are not supported by external funding methods so the NEPP reserves present a unique opportunity to secure funding for much needed charge points in shopping and business areas.

This project would contribute towards future project budget setting as may act as a catalyst for a wider installation programme of charge points.

This project forms a contribution to economic development within Harlow, and would support ongoing action plans for the town, and feed into emerging sustainable transport plans for the Harlow and Gilston Garden Town.

### Social value:

Provides sustainable parking solution close to town centre amenities, including hospital and advice services.

### Additional value for money:

Value for money is achieved through use of existing competitive unmetered supply contracts for electricity that could be utilised for new supplies laid to feed the charging points. Additionally recycling of funds made through income generated from the spaces could be used to fund further spaces within the town, or contribute towards additional parking schemes.

Good working relationships with ECC Highways teams could see joint working to enable civils works to be carried out by ECC themselves and paid for from project funding as dialogue is currently in place regarding similar arrangements for other works required within Harlow on adopted assets.

**NEPP Reserve Fund Application****Date: 16 December 2019**

Quantitative Score	Qualitative Score	Total Score
19	20	<b>39</b>
Recommendation: <b>Reject</b>		

## NEPP Reserve Fund Application

Date: 16 December 2019

This application is made to the NEPP Civil Parking Reserve for consideration in the future works programme.

### Name of Scheme: Town Park Car Park Extension

#### Scheme description:

The proposed Project is to replace the current grassed car parking surface with a durable, all season surfacing solution.

The purpose of the project is to enable the Town Park car park adjacent to the Greyhound Public House to be used all year round. The current surface of the car park is standard Tarmac over two thirds of the car park, and an additional third in matted grass surface. The grassed area cannot be used during winter months or wet summers as the area becomes waterlogged and dangerous to use.

This application is made in accordance with Section 55 of the Road Traffic Regulation Act 1984 as it contributes to extended provision of off-street parking accommodation and improves amenity of land in vicinity of a road.

Completion of the scheme will improve parking provision at the town's popular town park area by enabling the car park to be used all year round. The current surface is prone to waterlogging and can only be used in summer months if weather is dry for prolonged periods.

This scheme supports another initiative within Harlow as the town park was recently part of a Heritage Lottery project which saw a number of features restored within the town park as well as improvements to Pets Corner. This included the building of an education and resource facility which provides support for all, as well as specialist facilities for children with additional needs. The most recent addition to the park is an all ability play park, close to the proposed car park to be extended.

This scheme additionally supports external objectives in that it increases parking provision for a number of park amenities, including the inclusive play park which was installed with funding from Essex County Council's Short Breaks fund, and in conjunction with Upwards with Downs and St. Elizabeth's Centre.

<b>Value of works</b>		
<b>EXPENDITURE</b>	<b>2020/21</b>	<b>2021/22</b>
Capital – building, equipment, infrastructure, fees	£60,000	
Revenue: repairs and maintenance, services		
<b>MATCHED FUNDING</b>	<b>2020/21</b>	<b>2021/22</b>

## NEPP Reserve Fund Application

Date: 16 December 2019

## Qualitative measures:

**Supporting NEPP objectives:**

This project supports NEPP objectives in that it embraces innovation through use of new surface technologies to provide suitable car parking surfaces, whilst also being mindful of the need for appropriate drainage systems. The project is also an example of efficiency as some existing structures may be able to be re-used, additionally a 2<sup>nd</sup> hand pay and display machine will be installed on site at HDC's cost to provide 2 machines on site – recycling available machines from our supplier.

The project supports NEPPs objective for education as it increases year round accessibility to one of Harlow's education facilities, used by school groups across the town and beyond. Additionally the project supports the Positive Parking Agenda – contribute towards key priorities through improving access to education facilities and support services within the town park, including sensory room, volunteer group attracting vulnerable individuals and participants of the Harlow Park Run promoting wellbeing within the town. The project also contributes by embracing new technology in use of advanced car park surfaces, designed to assist drainage sustainably rather than reducing or preventing it.

**Viability:**

Deliverable within 2 years (2020/21) and supports the County Council Aims to create places to grow up, live and work by providing increased, year round access to parking for young people growing up in Harlow, older residents to enjoy the town they live in and increased parking for those businesses based in the park who rely on off street parking to do so.

The project also supports the Parking Management Framework as it contributes towards highway safety through prevention of parking on the highway due to the provision of additional, year round, spaces in off street location.

**Finance:**

No matched funding is available from partners for this project, but an additional pay and display machine will be introduced at cost for HDC.

The project forms a contribution to economic development as there is a small business community operating in the park from café operations to fitness camps.

**Social value:**

The project resolves local parking issues within 100 metres of site request as currently unrestricted on street parking is used (required as provides residential occupier parking) by park visitors, causing congestion in busy periods. This roadside parking, reducing main access through the park to single lane additional inhibits emergency service vehicles.

**Additional value for money: (50 points)**

Value for money is achieved through use of existing car park area to extend usage to year round, enhancing and extending existing provision. Additionally recycling of funds made through income generated from the spaces could be used to fund further spaces within the town, or contribute towards additional parking schemes.

**NEPP Reserve Fund Application**

**Date: 16 December 2019**

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Quantitative Score	Qualitative Score	Total Score
40	20	<b>60</b>
Recommendation: <b>Defer</b>		

## NEPP Reserve Fund Application

Date: 16 December 2019

This application is made to the NEPP Civil Parking Reserve for consideration in the future works programme.

### Name of Scheme: Consolidation order review

#### Scheme description:

The proposed Project is to review and amend Harlow Council's off-street orders, consolidate into Consolidation order and use NEPP mapping software to record and maintain the order.

This application is made in accordance with Section 55 of the Road Traffic Regulation Act 1984 as it contributes to management and maintenance of the designated parking spaces.

Completion of the scheme will ensure the continued smooth and legal operations of the Council's car parking provisions.

This scheme supports another initiative within Essex as it will incorporate the MiPermit scheme.

This scheme additionally supports external objectives in that provision of off-street parking contributes toward the economic development of the neighbourhood centres within the town.

Value of works		
EXPENDITURE	2020/21	2021/22
Capital – drafting of the order, confirmation and mapping software load	£5,000	
MATCHED FUNDING	2020/21	2021/22
	0	0

#### Qualitative measures:

Supporting NEPP objectives:

The scheme support NEPP policy framework key priorities and coordination of on and off-street parking management to ensure a comprehensive and complementary approach. It supports effective and efficient parking management.

This scheme supports the Positive Parking Agenda as it contributes towards key priorities. Most notably in supporting effective/efficient/fair parking management, but also through reducing congestion through the provision of easily usable and controlled parking spaces, similarly improving air quality through reduction dwell time finding spaces. Through incorporation if MiPermit within consolidation order the project also meets the criteria to embrace new technology.

**NEPP Reserve Fund Application**

**Date: 16 December 2019**

**Viability:**

The scheme is deliverable within 2 years.

The project supports the Parking Management Framework as it contributes towards highway safety through prevention of parking on the highway due to the provision and management of parking spaces in off street locations.

**Finance:**

No matched funding available.

**Additional value for money:**

Better management of the parking orders ensure income from the parking spaces can be used to fund other parking related projects.

Encouraging parking in areas where economic development is a focus for the Council through well managed off-street parking provision.

**Social value:**

The scheme provides opportunity to publish off street car parks on map so drivers can easily find spaces close to services they wish to use.

Quantitative Score	Qualitative Score	Total Score
13	20	<b>33</b>
<b>Recommendation: Defer</b>		



# North Essex Parking Partnership

Meeting Date: 09 January 2020  
Title: On-Street Financial Report  
Author: Lou Belgrove, NEPP Business Manager  
Presented by: Lou Belgrove, Richard Walker

The report sets out the financial position of the Parking Partnership as of 17/12/2019, period 9 2019/20 (December 2019).

## **1. Decision(s) Required**

- 1.1. To note the financial position to date (17/12/2019) period 9 of 2019/20.

## **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**

- 4.1. A table is attached (see Appendix A) to show the current position. Income is presently forecast to exceed expectations and is shown in the attached table including the year-end debtor. Expenditure is presently on track, recognising the need to cover the cost of the TRO function.
- 4.2. A second table (see Appendix B) sets out the proposed budgets and timescales for the Work Programme arising from bids to the Reserve Fund. This will be updated in accordance with the Committees decisions and project spending.

## **5. Financial Implications**

- 5.1. Overall financial performance currently suggests an operating net out-turn of £154k.
- 5.2. Consideration still needs to be given to funding the TRO function. £186k p.a. needs to be available to cover the costs of this and this should be met in-year.

## **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 A – On-Street account to end P8**

**Appendix B – Proposed Reserve project spending**  
overleaf



	A	B	C	D	E	FY DL	G	
Period 9 - December 2019 (up to 17th)	2018/2019 Last Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	2019/2020 Current Year	
Provisional Outturn	Actual	Actual to date	Budget to date	Variance to date	Forecast outturn	Annual budget	Projected variance	Notes
<b>On-street Account</b>								
Direct costs								
<b>Expenditure</b>								
Employee costs:								
Management	69	48	46	2	72	69	3	Parking Services Mgt Team staff costs and management a/c
CEOs & Supervision	1,184	841	891	(50)	1,288	1,336	(48)	CEOs & Supervisor staff & costs; small vacancy u/spend
Back Office	328	232	231	1	380	347	33	Back Office staff costs
TRO's	126	86	86	(1)	123	130	(7)	TRO team staff costs
Premises / TRO Maintenance costs	153	153	120	33	186	180	6	R&M budget (seasonal: small expenditure anticipated)
Transport costs (running costs)	34	17	18	(2)	30	28	2	Fuel, public transport etc
Supplies & Services	542	337	267	71	619	401	219	General expenditure; includes ParkSafe car IT & TRO costs
Third Party Payments	28	25	29	(4)	44	44	0	Chipside and TEC bureau costs
	2,463	1,739	1,688	50	2,741	2,533	208	In Year Service expenditure total
<b>Income</b>								
Penalty Charges (PCNs)	(1,965)	(1,367)*	(1,182)	(184)	(2,031)	(1,773)	(258)	PCNs - revised due to CEO deployment (£1,965 Last Yr) - weather
Parking Permits/Season Tickets	(807)	(601)	(437)	(165)	(897)	(655)	(242)	Visitor Permits - includes new areas and fee increase last yr
Parking Charges (P&D etc)	(348)	(244)	(217)	(26)	(373)	(326)	(47)	Pay & Display - includes additional area and new fees
Other income	(43)	(1)	(34)	33	(51)	(51)	0	Misc - other works undertaken - billed at end of work
	(3,163)	(2,213)	(1,870)	(342)	(3,353)	(2,805)	(547)	In Year Service income total
<b>Total Direct Costs</b>	<b>(700)</b>	<b>(473)</b>	<b>(182)</b>	<b>(292)</b>	<b>(611)</b>	<b>(272)</b>	<b>(339)</b>	<b>In Year Service net expenditure</b>
<b>Total Non-direct Costs</b>	<b>441</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>458</b>	<b>458</b>	<b>0</b>	<b>Corporate costs added (see table)</b>
<b>Sub total (in year operation)</b>	<b>(259)</b>	<b>(16)</b>	<b>276</b>	<b>(292)</b>	<b>(154)</b>	<b>186</b>	<b>(339)</b>	<b>Red is surplus = to be added to reserve</b>
			with full non direct costs		<b>In Year Outturn</b>	Budgeted to cover TRO	<b>In Year Swing</b>	

Reserve Project contribution		Actual £'000	Budget £'000	Yr 1	b/f	b/f	Future provision of up to £60k for works already agreed in the TRO Forward Programme
<b>Reserve opening</b>		(1,440)	(1,609)	(1,609)	(1,234)	(535)	
<b>Contribution to lines and signs maintenance</b>		0	0	0	0		
<b>Contribution required for 2019/20 work</b>		0	0	0	0		
Agreed Work Programme projects -		Yr. 1 Actual £'000	Full Project Budget £'000	Forecast Yr 1 19/20 £'000	Budget Yr 2 20/21 £'000	Budget Yr 3 21/22 £'000	
	Recommendation						
1	Crafton Green Car Park Extension	0	70	0	70	0	
2	Lower Street Car Park Extension	0	129	0	129	0	
3	Variable Messaging Signage to be cons	0	0	0	50	50	Possible conditional budget
4	To complete the current VMS scheme in	0	0	0	50	70	Possible conditional budget
5	Repurpose of current land adjacent to S	0	25	25	0	0	
6	Review of restrictions in Colchester Tow	0	25	25	0	0	
7	To review on-street restrictions in Clact	0	50	50	0	0	
8	To complete additional TRO schemes in	0	25	25	0	0	
9	To implement Variable Messaging Signa	0	0	0	30	70	Possible conditional budget
10	To review the schemes on the Epping F	0	70	0	70	0	
11	To formulate a parking strategy for the E	0	0	0	0	30	30 Possible conditional budget
12	To facilitate and implement EV chargep	0	0	0	0	0	25 Recommend reject
13	To carry out facilitative TRO works to su	0	0	0	0	25	25 Possible conditional budget
14	Introduction of ticketing in common with	0	15	15	0	0	
15	To review and improve car park direction	0	30	30	0	0	
16	Pilot scheme and possible future imple	0	150	50	100	0	
17	Surveying and limited trial of the Parkius	0	60	20	40	0	
18	SEA manned schools CCTV camera sy	0	80	30	50	0	
19	Review of possible commuter restriction	0	50	25	25	0	
20	NEPP BU - Command centre and devel	0	30	15	15	0	
21	Supply EV charging points in College S	0	0	0	0	0	26 Recommend reject
22	Extension of the Town Park Car Park, H	0	0	0	0	60	60 Possible conditional budget
23	The proposed Project is to review and a	0	5	5	0	0	
24	Contingency	0	200	60	70	70	
<b>Sub Total - reserve bids approved</b>		<b>0</b>	<b>1,014</b>	<b>375</b>	<b>699</b>	<b>375</b>	
Other ongoing priorities - funded from reserve		Actual £'000	Budget £'000	Forecast Yr 1 £'000	Budget Yr 2 £'000	Budget Yr 3 £'000	
3PR – schools fund (from reserve) RX50 Mapping Project		0	0				
<b>Sub total - reserve project expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Draw-down from Reserve to Work Programme</b>		<b>0</b>	<b>1,014</b>	<b>375</b>	<b>699</b>	<b>375</b>	
<b>Deficit / (Surplus)</b>		<b>(1,456)</b>	<b>(595)</b>	<b>(1,234)</b>	<b>(535)</b>	<b>(160)</b>	
		forecast	total	Yr 1 c/f	Yr 2 c/f	Yr 3 yr end	
				3 year illustration of budget amounts			
<b>Reserve Closing</b>		<b>(1,609)</b>	<b>(595)</b>	= Underlying Operational Reserve			
		plus out- turn CYR	reserve on approved				



# North Essex Parking Partnership

Meeting Date: 9 January 2020  
Title: Disabled Parking Bay service  
Author: David Gollop, Design Manager Essex Highways  
Presented by:

To consider proposals for the parking partnerships to increase their remit to include the delivery of disabled parking bays

## 1. Recommended Decisions

- 1.1. To decide if the Parking Partnerships wish to take on the site inspection, Traffic Regulation Order (TRO) and delivery functions of the disabled parking bay service on behalf of Essex County Council (ECC), as detailed in section 4.2 of this report.
- 1.2. To decide if the service can be incorporated within the existing funds as part of the parking partnership.

## 2. Reasons for Recommended Decisions

- 2.1. There is a high degree of symmetry with existing services the parking partnerships offer, and greater efficiency could be achieved improving the service for residents of Essex.
- 2.2. To provide the Parking Partnerships greater control over the disabled parking bays installed across Essex, allowing them to be considered and included where appropriate in area wide on-street parking proposals.

## 3. Background

- 3.1. The disabled parking bay service is currently split into two distinct functions provided by ECC and Essex Highways. Application, eligibility and customer service are undertaken by ECC, while the site inspection, TRO and delivery of bays is the responsibility of Essex Highways.
- 3.2. The service delivers in the region of 500 completed jobs a year, comprising advisory bays, TRO bays and removal of redundant locations. Currently this service is provided utilising 2.5 FTE's, with the delivery of works through supply chain partners.
- 3.3. To obtain competitive pricing for works, the supply chain requires bays batching into geographical areas to achieve any efficiency. This can lead to a poor customer experience as bays are held until sufficient numbers in an area allow the works to be completed.
- 3.4. The table overleaf provides an indicative breakdown by district of requests over the previous year.

District	No. Bays	By Partnership
Basildon	117	South 173
Brentwood	19	
Castle Point	6	
Chelmsford	15	
Maldon	12	
Rochford	4	
<b>Braintree</b>	<b>33</b>	<b>North 260</b>
<b>Colchester</b>	<b>23</b>	
<b>Epping Forest</b>	<b>52</b>	
<b>Harlow</b>	<b>92</b>	
<b>Tendring</b>	<b>47</b>	
<b>Uttlesford</b>	<b>13</b>	

3.5 The Parking Partnership are already responsible for the review, installation and enforcement of parking restrictions within Essex, including the enforcement of disabled parking. There is a high degree of symmetry between the work done developing parking schemes and disabled parking bays. Therefore, design of disabled parking bays and delivery of physical lines to the carriageway could be undertaken more efficiently utilising the parking partnership teams as these could be combined within their current duties.

3.6 If the Parking Partnership were responsible for the inspection, design, TRO and implementation of disabled parking bays across Essex, they would have greater control over the restrictions which they are already required to enforce. It would also allow new bays, upgrades to existing advisory bays and removal of bays to be combined into their on-street parking reviews, where appropriate, providing an opportunity to deliver area wide improvements to all on-street parking spaces under one scheme. This would be an effective way of processing disabled parking bays, particularly in areas where resident permit parking schemes exist or are required, as Parking Partnership officers can undertake an assessment comparing on-street parking spaces with local requirements, factoring in the needs of Blue Badge Holders in this process.

#### 4. Proposal

4.1. Following discussions with ECC, Essex Highways and Parking Partnership officers, the following options have been proposed:

4.2. Option A: Devolution of the inspection, design, TROs and implementation of the disabled parking bay service from Essex Highways to the Parking Partnership. This option should provide the most efficient way of delivering this service for both the authority and end user. It is proposed that the application, eligibility and customer service functions remain with ECC.

4.3. Option B: do nothing and retain the service with Essex Highways

#### 5. Standard References

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



# North Essex Parking Partnership

Meeting Date: 9 January 2019  
Title: Obstructive and Footway Parking Policy  
Author: Richard Walker, NEPP Group Manager  
Presented by: Richard Walker

This report sets out details of the Obstructive and Footway Parking Policy if powers are passed to local authorities in future.

## 1. Recommended Decision(s)

- 1.1. The Committee is asked to decide the future Obstructive Parking Policy.

## 2. Reasons for Recommended Decision(s)

- 2.1. For good governance and to encourage good communication of local authorities' policies and operations and to ensure the effective future operation of the Partnership.

## 3. Alternative Options

- 3.1. A trial area is to be considered to provide data, before full implementation.

## 4. Supporting Information

- 4.1. It is likely that the Department for Transport (DfT) will legislate for Footway Parking (and possibly Obstructive Parking too, depending on the mode used) within two years; this would enable NEPP to issue a Penalty Charge Notice under Civil Enforcement powers.

## 5. Communications and Education

- 5.1. The twin messages of Keeping Clear Four Foot of Footway and Don't Park Obstructively or Anti-Socially (obstructing the carriageway, junctions, accesses, footways or verges) need to go together.
- 5.2. It is clear that every circumstance would not receive a patrol or enforcement visit, and communications need to set out the hierarchy where conflicting demands are made.
- 5.3. In addition to the usual communications, some authorities have developed ad-hoc approaches to help promote messages including awareness leaflets or social media.

## 6. Standard References

- 6.1. Other than set out above, there are no particular references to the Development Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications
- 6.2. An Equality Impact Assessment for the operations is set out at this link:

<https://cbccrmdata.blob.core.windows.net/noteattachment/CBC%20-%20How%20The%20Council%20Works%20-%20Environmental%20Equality%20Impact%20Assessments%20-%20North%20Essex%20Parking%20Partnership.pdf>



## North Essex Parking Partnership – Introduction to the Obstructive Parking Policy

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### History and Background

Whilst it is possible to create restrictions through Traffic Regulation Orders (TROs), these are not an ideal solution to a widescale problem such as all footway parking. TROs can be expensive and slow to implement, are quite blunt in their execution and need a fair amount of unnecessary street clutter to adequately sign them, requiring ongoing maintenance.

The 2016 edition of the traffic signs regulations allowed the option to create an area-wide footway/verge parking ban which is signed on a zonal basis, although this offers few benefits over pre-existing powers – the cost, timescale and maintenance issues remain.

Pending changes to legislation, parking on the footway or carriageway aside from waiting restrictions and dropped kerbs was generally a matter for the Police – the parking where the local authority could not enforce is known as “*obstructive parking*” throughout this document.

### Possible Changes to legislation

The DfT announced in April 2018 that they were considering options to ban footway obstructive parking, with these changes expected to be made after up to two years. Changes could mean that responsibility for obstructive parking transfers to the local authority.

The Transport Select Committee reported in 2019 that it would like to see this action accelerated and taken by the government in mid-2020 and considered including all obstructive parking.

Prior to any changes in obstructive parking legislation, vehicles parked on the footway or verge or obstructively on the carriageway are covered under different laws depending upon the situation:

- Where a restriction (such as a yellow line) is in place it covers the entire highway from carriageway centre line including the footway and/or verge and can usually be enforced up the property line.
- Such restrictions can be patrolled by Civil Enforcement Officers (CEOs). Bay markings, loading restrictions and clearways can carry similar restrictions on waiting.
- Where there are no restrictions in place, CEOs could not enforce, unless there is a specific footway parking restriction in place (unless the vehicle is a lorry), or the parking is at a dropped kerb, raised area or an area of tactile paving.
- It is noted that Large Vans and HGV causing damage are already prohibited from parking on the footway by national legislation.

### Clear and Fair Policy

A reasonable, fair, but locally accountable policy will be the key to getting any system of making an obstructive parking ban workable. Common sense and consistent measures, with appropriate training for officers, must be taken where any enforcement action is likely to be undertaken.

This is set out in the proposed policy, below:

## **North Essex Parking Partnership – Proposed Obstructive Parking Policy**

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### **General Policy for Footway Parking prohibition – Four Foot of Footway**

A 'four-foot protection' zone (123cm back from the kerbside) would normally be sufficient to enable to passage of most non-vehicular footway traffic and has the benefit of being simple for Patrolling Officers to measure.

This policy is made to protect sufficient route width for wheelchair users, mobility impaired or ambulant disabled, blind and partially sighted, pushchairs and parents with children to pass safely without needing to cross the road or move into the carriageway.

It is proposed that the 'four foot rule' will be applied whereby a double buggy, blind person's sweep of their white stick, or wheelchair can easily pass a parked vehicle – the unobstructed footway width between parked vehicle and property boundary would be around 1,230mm (4 foot).

Where the footway is narrower, the whole footway will normally be protected; where wider, only the first 123cm (four feet) will be automatically protected, unless an exemption has been provided (see below). Vehicle overruns and access will also need to be considered.

### **Non-Obstructive Parking**

Where cars are parked considerately at the rear of a very wide footway (although damage to services underground, construction and surfacing must still need to be considered), there is little chance of these constituting an obstruction.

It is less necessary to patrol these Considerate Parking places. In addition, there may be places where a complete exemption is required from restricting footway parking (see below). Consideration will be given to emergency and service vehicle access and large vehicle overrun areas.

### **Exemptions to Footway Parking Policy**

There may need to be different treatments for different types of locations, and these will be clearly set out according to the hierarchy of controls (see below). Exemptions may be considered where they fit with the overall management policy.

In some locations where both the footway and carriageway is particularly narrow, and other parking is scarce but vehicle use is necessary, here consideration may be given to allow footway parking on one side of the road provided the other footway is unobstructed.

Verge parking will not normally be allowed at any time.

Care will be given to situations where prohibiting footway parking might otherwise lead to more carriageway parking and the consequent congestion issues that may arise; this is perhaps no more desirable than the original issues being sought to resolve, this could simply result in additional restrictions becoming necessary; both situations to be avoided with careful planning and local consultation.

Exemptions will be mapped in the ParkMap system and displayed in TraffWeb, which officers can reference on site.

## Hierarchy of controls

The hierarchy of control considers which areas should be of highest concern and shows the controls which motorists would reasonably expect in different circumstances.

Location	Treatment/Test	Exemption may be considered
<p>Where there is substantial evidence to suggest that vehicles have traditionally parked, partly on the footway to maintain a wide enough thoroughfare on the carriageway or where the footway is sufficiently wide that footway parking would not cause a problem for pedestrians.</p>	<p>Where it is considered appropriate to allow footway parking, certain tests will need to be applied before allowing the practice to continue, including checking for sub-surface utilities and surface damage, alternative provision, suitability of alternatives and access.</p>	<p>Where sufficient footway and remaining carriageway widths can be maintained;</p> <p>Where an accessible alternative is clear and possible and remaining carriageway widths can be maintained.</p>
<p>Where there is substantial evidence to suggest that vehicles have traditionally parked, fully on the footway to maintain a wide enough thoroughfare on the carriageway or where the footway is sufficiently wide that footway parking would not cause a problem for pedestrians.</p>	<p>Where it is considered appropriate to allow footway parking, certain tests will need to be applied before allowing the practice to continue, including checking for sub-surface utilities and surface damage, alternative provision, suitability of alternatives and access.</p>	<p>Where sufficient footway and remaining carriageway widths can be maintained;</p> <p>Where an accessible alternative is clear and possible and remaining carriageway widths can be maintained.</p>
<p>Housing estate areas built during the 1980's and 1990's which were subject to planning policies that tried to limit car ownership at the origin of the journey, by limiting driveway and garage space.</p> <p>These areas were frequently built with some shared areas and without sufficient footway to provide for parking off the carriageway;</p>	<p>Time has shown that the policy has not been particularly successful and led merely to more highway parking on the narrow roads, including plaguing footways and shared areas.</p> <p>To maintain part footway parking would be likely to obstruct the carriageway with or damage surfaces. Property values reflect the general availability of parking and the policy for reduced car ownership.</p>	<p>No.</p> <p>Carriageway restrictions also to be considered to protect turning and access for emergency and refuse service vehicles.</p>

Residential urban and rural area housing estate parking special circumstances, in older (pre-1980s) housing estates.	It may be necessary to introduce additional carriageway restrictions.	Where sufficient footway and remaining carriageway widths can be maintained;
Parking in Rural Locations to very wide footways		Up to 4 foot footway to be maintained. Consideration of exemption.
Parking in Rural Locations with narrow paths, or narrow/near lack of footway.	Up to 4 foot footway unlikely to be maintained	No. Carriageway restrictions also to be considered to protect turning and access for emergency and refuse service vehicles.
Where Considerate Parking takes place to the rear of very wide footways.	Not on verges	Up to 4 foot footway to be maintained. Consideration of exemption.



# North Essex Parking Partnership

Meeting Date: 9 January 2020  
Title: Forward Plan 2019-2020  
Author: Owen Howell – Democratic Services, Colchester Borough Council  
Presented by: Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2019-20 Forward Plan of meetings for the North Essex Parking Partnership.

## 1. Recommended Decision(s)

- 1.1 To note the North Essex Parking Partnership Forward Plan for 2019-20.
- 1.2 To approve the following additional item for the meeting to occur on 19 March 2019:
  - Future of the NEPP past 2022

## 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.

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

<b>COMMITTEE / WORKING GROUP</b>	<b>CLIENT OFFICER MEETING</b>	<b>JOINT COMMITTEE MEETING</b>	<b>MAIN AGENDA REPORTS</b>	<b>AUTHOR</b>
<b>Joint Committee for On Street Parking</b>	30 May 2019, Room G04, Rowan House, Sheepen Road.	20 June 2019 1.00pm, Grand Jury Room, Town Hall, Colchester Borough Council	Annual Governance Review and Internal Audit	Hayley McGrath (CBC)
			Annual Review of Risk Management	Hayley McGrath (CBC)
			NEPP Annual Report Data for 2018/19	Richard Walker (PP)
			Finance Report – End of Year and Reserves	Lou Belgrove (PP)
			Reserve Funds Allocations	Richard Walker (PP)
Forward Plan 19/20	Owen Howell (CBC)			
<b>Joint Committee for On Street Parking</b>	12 September 2019, Room G04, Rowan House, Sheepen Road.	3 October 2019 1.00pm, Uttlesford District Council, Committee Room, Council Offices.	Technical report and Traffic Order Scheme Prioritisation	Trevor Degville (PP)
			Financial Report	Lou Belgrove (PP)
			Annual Report	Richard Walker (PP)
			Policies on Obstruction Parking	Richard Walker (PP)
			Forward Plan 19/20	Owen Howell (CBC)

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<b>Joint Committee for On Street Parking</b>	21 November 2019, Room G04, Rowan House, Sheepen Road.	9 January 2020 1.00pm, Epping Forest District Council, Council Chamber	On Street Budget Update  Use of Reserves  Obstructive Parking Update  Provision of disabled bay parking  Forward Plan 19/20 and 20/21 Dates	Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	27 February 2020, Room G04, Rowan House, Sheepen Road.	19 March 2020 1.00pm, Braintree District Council, Committee Room 1	Technical Team traffic Regulation Order Update  Finance Update and 2019/20 Budget  Future of the NEPP past 2022  Obstructive Parking Update  Forward Plan 19/20	Trevor Degville (PP)  Lou Belgrove (PP)  Richard Walker (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	4 June 2020, Room G04, Rowan House, Sheepen Road.	25 June 2020 1.00pm, Grand Jury Room, Town Hall, Colchester Borough Council	Annual Governance Review and Internal Audit  Annual Review of Risk Management  NEPP Financial Update  NEPP Annual Report Data  Technical Team Traffic Regulation Order Updates  Obstructive Parking Update  Forward Plan 20/21	Hayley McGrath (CBC)  Hayley McGrath (CBC)  Lou Belgrove (PP)  Richard Walker (PP)  Trevor Degville (PP)  Richard Walker (PP)  Owen Howell (CBC)

