



# North Essex Parking Partnership

## Joint Committee On-Street Parking

The Dining Room,  
The Latton Bush Centre  
Southern Way, Harlow CM18 7BL

**27 October 2022 at 1.00pm**

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

## Information for Members of the Public

### Access to information and meetings

- You have the right to observe meetings of the Joint Committee, including those which may be conducted online such as by live audio or video broadcast / webcast. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published. Dates of the Joint Committee's future meetings are available here: <http://www1.parkingpartnership.org/north/committee>.
- Occasionally certain issues, for instance commercially sensitive information or details concerning an individual, must be considered in private. When this is the case an announcement will be made, the live broadcast will end, and the meeting will be moved to consider the matter in private.

### Have Your Say!

- The Joint Committee welcomes contributions from members of the public at most public meetings. For online meetings of the Joint Committee, a written contribution to each meeting of no longer than 500 words may be made by each person which should be submitted via the form accessed by this link, before noon on the working day before the meeting date: [North Essex Parking Partnership Have Your Say!](#)
- Members of the public may also address the Joint Committee directly, for up to three minutes, if they so wish. If you would like to know more about the Have Your Say! arrangements for the Parking Partnership's Joint Committee, or request to speak, please email: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

If you wish to address the Joint Committee directly, or submit a statement to be read out on your behalf, the deadline for requesting this is noon on the working day before the meeting date.

## North Essex Parking Partnership

### Terms of Reference of the Joint Committee

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

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 23 June 2022. Meeting held in the Grand Jury  
Room, Town Hall, High Street, Colchester CO1 1PJ

**Agenda**

**Attendees**

**Executive Members:-**

Cllr Richard van Dulken (Braintree)  
Cllr Richard Freeman (Uttlesford)  
Cllr Martin Goss (Colchester)  
Cllr Alistair Gunn (Harlow)  
Cllr Sam Kane (Epping Forest)  
Cllr Dan Land (Essex County)  
Cllr Alex Porter (Tendring)

**Officers:-**

Jason Butcher (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Rory Doyle (Colchester)  
Jake England (Parking Partnership)  
Jo Heynes (Essex County Council)  
Amelia Hoke (Epping Forest)  
Owen Howell (Colchester)  
Linda Howells (Uttlesford)  
Mike Kelly (Harlow)  
Danielle Northcott (Parking Partnership)  
Samir Pandya (Braintree)  
Ian Taylor (Tendring)  
Alexandra Tuthill (Colchester)  
Richard Walker (Parking Partnership)

**Introduced by    Page**

- 1. Appointment of Chairman**
- 2. Appointment of Deputy Chairman**
- 3. Welcome & Introductions**
- 4. Apologies and Substitutions**
- 5. Declarations of Interest**  
The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.
- 6. 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.
- 7. Minutes** **7-12**  
To approve as a correct record the draft minutes of the Joint Committee meeting held on 23 June 2022.

*Continues overleaf*

## North Essex Parking Partnership

- |   |                           |              |
|---|---------------------------|--------------|
| <b>8. Financial Update</b><br>This report presents the financial position of the Partnership.   | <b>Richard Walker</b>     | <b>13-16</b> |
| <b>9. North Essex Parking Partnership Update</b><br>This report updates Members with details of the new Agreement and other changes made to the Operational Service of the North Essex Parking Partnership and invites Members to decide the operating policy and delegations of the Partnership. | <b>Richard Walker</b>     | <b>17-20</b> |
| <b>10. Purlieu Way and Harewood Hill Update Report</b><br>To consider actions taken by NEPP regarding the proposal for a one-hour waiting restriction and to agree future actions based on the results of a review of Purlieu Way and Harewood Hill.  | <b>Jason Butcher</b>      | <b>21-26</b> |
| <b>11. Traffic Regulation Order Update and Application Decision Report</b><br>To approve, defer or reject traffic regulation order proposals from the list of applications that have been received. To note the work of the Technical Team during 2022.   | <b>Jason Butcher</b>      | <b>25-36</b> |
| <b>12. North Essex Parking Partnership Project Update</b><br>This report is for information and requests the Committee note the progress of NEPP's projects. No decisions are required.   | <b>Danielle Northcott</b> | <b>37-38</b> |
| <b>13. Obstructive Parking</b><br>Verbal update on the situation regarding potential future changes relating to obstructive/pavement parking.   | <b>Richard Walker</b>     | <b>N/A</b>   |
| <b>14. Forward Plan 2022-23</b><br>To note the North Essex Parking Partnership Forward Plan for 2022-23.  | <b>Owen Howell</b>        | <b>39-44</b> |

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

**23 June 2022 at 1.00pm  
Colchester Town Hall, High Street, Colchester CO1 1PJ.**

**Members Present:**

Councillor Nigel Avey (Epping Forest District Council)  
Councillor Richard van Dulken (Braintree District Council)  
Councillor Richard Freeman (Uttlesford District Council)  
Councillor Martin Goss (Colchester Borough Council)  
Councillor Carlo Guglielmi (Tendring District Council)  
Councillor Alastair Gunn (Harlow District Council)  
Councillor Dan Land (Essex County Council)

**Substitutions:**

Councillor Nigel Avey for Councillor Sam Kane, Councillor Carlo Guglielmi for Councillor Alex Porter.

**Apologies:**

None.

**Also Present:**

Richard Walker (Parking Partnership)  
Christine (Lou) Belgrove (Parking Partnership)  
Jason Butcher (Parking Partnership)  
Rory Doyle (Colchester Borough Council)  
Jo Heynes (Essex County Council)  
Amelia Hoke (Epping Forest District Council)  
Owen Howell (Colchester Borough Council)  
Linda Howells (Uttlesford District Council)  
Michael Kelly (Harlow District Council)  
Hayley McGrath (Colchester Borough Council)  
Samir Pandya (Braintree District Council)  
Miroslav Sihelsky (Harlow District Council)  
Ian Taylor (Tendring District Council)

### **119. Appointment of Chairman**

*RESOLVED* that Councillor Dan Land be appointed Chairman of the Joint Committee.

### **120. Appointment of Vice Chairman**

*RESOLVED* that Councillor Sam Kane be re-appointed Vice Chairman of the Joint Committee.

### **121. Have Your Say**

Mr Richard Risdon attended and addressed the Joint Committee on the matter of the potential for installation of single yellow lines on Purlieu Way, Theydon Bois and to respond to the Partnership's review of parking issues on Purlieu Way. Mr Risdon argued that previous objections from a few residents had resulted in no restrictions being laid down in past years, and that a survey that he had conducted more recently had shown a 79% level of support for single yellow lines from residents of Purlieu Way. Mr Risdon stated that the results given from the Partnership's recent consultation exercise had listed negatives associated with the installation of single yellow lines, but had not detailed any of the positives. Mr Risdon contended that the survey carried out by the Partnership had not included important questions such as a question covering how many parking spaces residents had on their properties.

Mr Risdon urged the Joint Committee not to let the voices of objectors [to single yellow line installation] obscure the views of those who supported the use of single yellow lines, and requested that the Joint Committee conduct a review of the Parking Partnership's actions on this matter.

Richard Walker, Group Manager, gave assurance that the Partnership's work on addressing the situation on Purlieu Way would be brought to a future meeting of the Joint Committee for consideration. Changes in parking habits caused by changes during and after the pandemic would also need to be considered.

With the permission of the Chairman, Councillor Richard van Dulken addressed the Joint Committee to suggest that the placement of ticket machines in car parks be designed to minimise the effects of direct glare of sunlight, which could often obscure the machines' screens.

### **122. Minutes**

*RESOLVED* that the minutes of the meeting held on 17 March 2022 be approved as an accurate record.



### **123. NEPP Annual Governance Review and Internal Audit Report '21-22**

Hayley McGrath, Corporate Governance Manager [Colchester Borough Council], introduced the report and explained her role in providing assurance and guidance to the Joint Committee on matters relating to governance, audit, and risk management.

The Joint Committee were informed that the Partnership was not required to produce an Annual Governance Statement, as its turnover was not large enough to make this mandatory, but as best practice an annual governance review was conducted, involving officer interviews and examination of any issues or concerns reported. A summary of arrangements was then given to the Joint Committee. Colchester Borough Council carried out audits using a company called 'TIAA'. The Parking Partnership habitually performed well in the audit process, with only a number of minor recommendations being made. This had led to full audits being conducted biennially, rather than annually. Key areas such as finance were also covered by the audit process of Colchester Borough Council, as the Partnership's Lead Authority. The audit report indicated the strength of the Partnership's policy framework and governance arrangements, and it could be confirmed that there were no issues highlighted in the audit process for 2021-22. The last full audit had been conducted in the previous year, and no issues of concern had been raised. There was no constitutional need for an annual audit; the key issue was for partners to have sufficient assurance for their individual Annual Governance Statements.

*RESOLVED* that the Joint Committee notes the Annual Governance Review of the North Essex Parking Partnership and has reviewed the Internal Audit report for the Partnership.

### **124. Annual Review of Risk Management Report**

Hayley McGrath, Corporate Governance Manager [Colchester Borough Council], introduced the report and explained the importance of maintaining a rigorous risk strategy and strategic risk register. The register was owned by the Joint Committee, which could request changes be made to it. The recommended changes to the register were shown and the Joint Committee asked to consider whether it was happy to approve these. The recommendations were detailed, and the numbering convention used in the register was explained. Recommended changes included removal of a strategic risk relating to Covid-19, and removal of a risk relating to Government changes, as this was not a specifically identified risk, but a general concern about unspecified changes which might, at some point, occur. A further recommendation was for two risks, relating to possible changes to funding and income, to be combined.

The Corporate Governance Manager confirmed that there were no recommendations to change the scores of individual risks and that, where changes were recommended in these reports, they would be noted in the text of such reports.

*RESOLVED* that the Joint Committee endorses the Risk Management Strategy for 2022-23 and agrees the Strategic Risk Register, subject to the recommended amendments.

### **125. Finance Report – End of Year and Reserves 2021-22**

Richard Walker, NEPP Group Manager, presented the background to this item, and highlighted noteworthy points including the drop in 'bad debt' which had been caused by the drop in Parking Charge Notices [PCNs] issued (due to the Pandemic). The numbers of PCNs being issued were increasing, resulting in 'bad debt' levels returning towards a normal level. Christine Belgrove, Business Manager, gave assurance that the Partnership had broken even following the Pandemic, which left it in a good position moving forward.

The Joint Committee discussed the way in which the budget figures were listed, and officers explained that the figures shown in red were also in brackets, which meant that they denoted positive amounts, rather than negative totals.

*RESOLVED* that the Joint Committee noted the NEPP's financial position at the end of the financial year for 2021-22 and the current Parking Reserve position.

### **126. Traders' Permit pricing review**

Christine Belgrove, Business Manager, explained that this item had been brought to the Joint Committee following its past request for Traders' Permit pricing to be looked at in greater depth and brought back to the Joint Committee following the Joint Committee's previous consideration of permit prices in general.

The Partnership was examining potential ways in which to advertise and market Traders' Permits and recommended that prices be set at a low level, and then uptake monitored to ascertain the optimal level for pricing. It was thought that the low uptake of Trader Permits may be a result of a lack of advertising of the scheme. Richard Walker, Group Manager, explained that there was a dispensation scheme in place for traders to buy days of parking in areas covered by Resident Parking schemes and that the NEPP were looking to encourage traders to move to using Trader Permits instead, where this would be cost-effective for them. Christine Belgrove, Business Manager, confirmed that the NEPP would offer Trader Permits as an option to those applying to use the dispensation scheme, and could work to tighten the wording of the terms and conditions in order to ensure that only legitimate traders could be issued with these permits.

A Panel member agreed that the scheme was not well known, noting that there were currently only three Traders' permits in use, with the maximum issued in a year in recent times being only eight. This was argued to be evidence that a different approach should be sought. The past use of 'waiver' certificates by traders parking in areas covered by residents' parking schemes. This could potentially be a costly

option for traders needing access for an extended period of time, such as when craftsmen and tradesmen required access for lengthy work on historic buildings. The Joint Committee discussed the differences between the needs of those who required long-term access and those who only required short visits. A Joint Committee member contended that the definition of traders, as given at 4.4 in the report, was somewhat ambiguous and could be taken to cover delivery drivers. The Joint Committee discussed the approach taken by the Partnership to delivery drivers parking in restricted areas. Officers confirmed that those who required parking for deliveries to be made did not require permits for this, and explained that there were timed exemptions which applied to single yellow lines, with street signage to indicate any specific restrictions applying to parking for the purposes of loading or unloading.

The Joint Committee discussed the possible issue that might arise if members of the public applied for Traders' Permits in order to use them on their personal vehicles to allow them to be parked in areas covered by Residents' Parking schemes for a lower cost than the cost of a Resident Parking Permit. A member of the Joint Committee highlighted one instance of misuse of a Trader Permit of which he was aware, and argued that the price of Traders' Permits should not be set lower than the cost of a Resident Parking Permit, so as to prevent the misuse/abuse of the scheme, which would be unfair to residents who paid for Resident Parking Permits. There was agreement on this point by the Joint Committee, with a request made for officers to examine ways to close potential loopholes such as this.

A Joint Committee member moved a resolution that called for officers to design a wholly new scheme for Traders' Permits, in order to address the concerns raised and avoid loopholes which could cause unfairness. The new scheme could then return to the joint Committee for approval. It was argued that this would be a convenient time to do this, given that only three Trader Permits were currently issued for use by the NEPP. The Group Manager gave assurance that the existing three permits in use would be honoured whilst a new scheme was drafted.

*RESOLVED* that the Joint Committee instructs officers to produce wording for a new Traders' Permits Scheme and to bring this to a future meeting of the Joint Committee for approval.

## **127. Update on Obstructive Parking**

Richard Walker, Group Manager, provided background to this item and explained that there had still been no decision by Government as to putting forward proposals to amend the way in which obstructive and/or footway parking was enforced. A potential option was for footway parking to be made an automatic offence, with other options being to give local authorities a duty or discretionary powers to carry out enforcement against obstructive and footway parking, with the ability to allow footway parking in circumstances where this did not cause an obstruction to either road users or to the footway.

The Joint Committee was informed that evidence from work done on this issue in Wales had shown that there were difficulties in separating offences relating to roadway obstruction from those relating to footway obstruction. The Partnership's policy would need to be revisited once the Government made a decision on this issue.

A Joint Committee member emphasised the need for the Partnership to retain the ability to issue and enforce junction protection orders.

## **128. Forward Plan 2020-21**

Owen Howell, Clerk to the Joint Committee, explained that the future dates given for meetings to be held in 2022-23 were dates proposed for the Joint Committee for the expected new North Essex Parking Partnership, which would succeed the current NEPP, should the new NEPP Agreement be ratified by the partner local authorities. It was explained that the first meeting of the new Partnership would need to be an Annual Meeting, under the terms of the draft new NEPP Agreement.

In response to questions, the Clerk explained that future meetings, wherever possible (and dependent on the venues' technical systems) would be run as hybrid meetings. This would allow officers, visiting councillors and members of the public to attend remotely, using Zoom. It was explained that members of the Joint Committee still needed to attend in person in order to be recorded as being in attendance and in order to be able to vote. Should members of the Joint Committee not be able to attend in person, they could still join the meeting remotely and, with the Chairman's permission, participate in debate, but would not be counted as having attended and would not be permitted to vote.

It was noted that the Forward Plan included in the agenda had erroneously been titled as the Plan for 2021-22. This would be rectified.

*RESOLVED* that the Joint Committee notes and approves the North Essex Parking Partnership Forward Plan for 2021-22.



# North Essex Parking Partnership

## Joint Parking Committee

Meeting Date:	27 October 2022
Title:	Finance Report – to end of Period 6 (September)
Author:	Richard Walker, Group Manager / Lou Belgrove, Business Manager
Presented by:	Richard Walker

The report sets out the current financial position for the North Essex Parking Partnership to the end of period 6, September 2022.

### **1. Recommended Decisions Required**

- 1.1. Note the North Essex Parking Partnership's (NEPP) financial position at the end of Period 6 (September) 2022.

### **2. Reasons for Recommended Decisions**

- 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. Service levels have returned to pre-pandemic levels and income is slowly showing signs of recovery.
- 4.2. After allowing for adjustments to bad debt during the pandemic, an in-year deficit of £72k was recorded at the end of the Financial Year 2021/22 and was drawn from the Reserve to ensure a breakeven position at year end.
- 4.3. Budgets, especially the separation of the Traffic Regulation Order function, are now in line with the requirements of the new Agreement.
- 4.4. At the close of Financial Year 2021/22, with c.£300k being earmarked to be carried forward to support the start of the new Agreement with ECC, and with the Cashflow amount remaining at £100k (as per paragraph 23.3 of the NEPP Joint Committee Agreement), the Reserve returned to zero, with the agreed amounts being available for the beginning of the New Agreement and 2022/23 financial year, as projected in 2018.

- 4.5. Expenditure remains consistent and as expected due to the level of service being provided.
- 4.6. Details of the current NEPP financial position are set out in Appendix 1.

## **5. Financial Implications**

- 5.1. As a result of the Covid-19 Pandemic, NEPP, along with the wider Parking sector, experienced a recruitment slump, which, in turn, had affected the PCN issue rate. NEPP has moved to offer a higher starting salary for enforcement officers, which has had a positive impact on recent recruitment – but it is important to note that this will take time to be reflected in income.
- 5.2. Income relating to “the debtor” (PCN income from Notices issued late this financial year but which won’t be recovered until next financial year) has yet to be included in the PCN income figure. Once the debtor has been calculated and added to the forecast, we are confident the PCN income at year end will be on budget, but this will remain under close monitoring.
- 5.3. Favourable operating conditions throughout the winter months will also assist with levels of PCN income remaining positive for year-end; prolonged inclement weather, however, would pose a risk to income.
- 5.4. Permit income is on track but continues to be monitored due to rising costs.
- 5.5. Casual kerbside parking income had reduced significantly but, with the wider return to the workplace and other social mixing continuing, we are beginning to see income increase and is now matching forecasted budget levels.
- 5.6. Expenditure in areas for employees is currently under budget for the year due to the earlier noted recruitment issues; nonetheless, recent recruitment has been successful and is ongoing.
- 5.7. The Supplies and Services costs are expected to come in under budget based on previous year spend and level of service provision remaining unchanged.

## **6. Standard References**

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

Appendix 1. On-Street Account at end of Period 6 (September 2022)

	A	B	C	D	E	FY DL	G
2022/2023 - Quarter 2	2021/2022	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023
<i>Provisional Outturn</i>	Last Year	Current Year	Current Year	Current Year	Current Year	Current Year	Current Year
	Actual	Actual to date	Budget to date	Variance to date	Forecast outturn	Annual budget	Projected variance
<b>On-street Account</b>							
Direct costs							
<b>Expenditure</b>							
Employee costs:							
Management	88	48	44	4	94	87	6
CEOs & Supervision	1,325	595	660	(65)	1,137	1,319	(181)
Back Office	421	228	221	7	418	442	(23)
Data Led Services	226	138	141	(3)	307	281	25
TROs	164	91	23	67	168	47	121
Premises / TRO Maintenance costs	313	178	104	74	214	206	6
Transport costs (running costs)	50	52	14	38	28	28	0
Supplies & Services	737	282	290	(8)	580	580	0
Third Party Payments	19	10	28	(18)	56	56	0
	<u>3,342</u>	<u>1,621</u>	<u>1,525</u>	<u>96</u>	<u>3,003</u>	<u>3,048</u>	<u>(46)</u>
<b>Income</b>							
Penalty Charges (PCNs)	(1,908)	(556)	(981)	425	(2,295)	(2,295)	0
Fines (Blue Badge/Permits)	0	0	(15)	15	(30)	(30)	0
Parking Permits/Season Tickets	(913)	(463)	(430)	(32)	(861)	(861)	0
Parking Charges (P&D etc)	(292)	(162)	(140)	(12)	(200)	(280)	0
Other income	(27)	(6)	(14)	9	(26)	(26)	0
	<u>(3,140)</u>	<u>(1,177)</u>	<u>(1,581)</u>	<u>406</u>	<u>(3,492)</u>	<u>(3,492)</u>	<u>0</u>
<b>Total Direct Costs</b>	<u>202</u>	<u>444</u>	<u>(56)</u>	<u>501</u>	<u>(489)</u>	<u>(444)</u>	<u>(48)</u>
<b>Total Non-direct Costs</b>	<u>447</u>	<u>444</u>	<u>444</u>	<u>0</u>	<u>444</u>	<u>444</u>	<u>0</u>
<b>Sub total (in year operation)</b>	<u>649</u>	<u>888</u>	<u>388</u>	<u>501</u>	<u>(45)</u>	<u>0</u>	<u>(48)</u>
	<u>577</u>				<b>In Year Outturn</b>	<b>Base Budget</b>	<b>In Year Swing</b>
from Reserve	<u>72</u>						

**Appendix 1. On-Street Account at end of Period 6 (September 2022)**





# North Essex Parking Partnership

## Joint Parking Committee

Meeting Date:	27 October 2022
Title:	North Essex Parking Partnership Update
Author:	Richard Walker, NEPP Group Manager
Presented by:	Richard Walker

This report updates Members with details of the new Agreement and other changes made to the Operational Service of the North Essex Parking Partnership and invites Members to decide the operating policy and delegations of the Partnership.

### 1. Recommended Decision(s)

- 1.1. To note the details of the Agreement and other changes made, detailed in the report.
- 1.2. To agree the basis upon which the Partnership will operate, including deciding to continue policies and delegations to operate as before (listed in the Appendix).

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

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

### 3. Joint Committee Agreement

- 3.1. The Partners all signed, sealed and completed the new Joint Parking Agreement on 1 July 2022.
- 3.2. The Agreement is similar to the previous with some changes to how any prospective surplus, should one occur, will be shared with the County Council; and to the way the new scheme (Traffic Regulation Order or TRO), sign and line maintenance budget is approached.
- 3.3. The Agreement also has scope to enable other services to be added, or transferred, to the Partnership.
- 3.4. The new Agreement mentions that 'contracts which are entered into by the Lead Authority are to be reported to Joint Committee' – for noting. The award of contracts is considered to fall under the operational delegation.

### 4. Policies, Protocols and Delegations

- 4.1. In order to expedite matters, Members are asked to decide to continue the Policies and Delegations from the previous Agreement into the new Agreement until such time as they can, if needs be, updated; a plan to help update Policy details as required is given below.
- 4.2. The existing Policies and Delegations have been outlined in the Appendix.
- 4.3. Members are asked to note that there is scope for some of the Policies to be updated in future, in line with latest Guidance and legislation, and these details will be shared with Client Officers and Members for discussion in the first instance in order to save

Committee time; once agreed locally, these will be presented to a future Meeting for final confirmation.

## **5. Operational Service**

- 5.1. Beside the Joint Committee Agreement providing for the North Essex Parking Partnership Joint Parking Committee, it also provides for the Operational Service provided by the lead authority.
- 5.2. Details of the operation are reported regularly on the website, with Operational Reports quarterly and Annual Reports each year.  
See the link: [Annual Reports | North Essex Parking Partnership](#)
- 5.3. The North Essex Parking Partnership Operational Service has been re-organised in order to prepare for the new operation; Members have been sent the most recent "NEPP Who's Who" document which sets out the new structure.
- 5.4. The data and project teams have merged and the operational services reorganised to best fulfil the roles enabled by the new Agreement.
- 5.5. Resources have been added to the Technical Team and to the TRO Team which is now separately budgeted from the rest of the operation, in accordance with the new Agreement, and to enable other services to be transferred in to the Operational Group under direct arrangements with the County Council.
- 5.6. A new Revenue Protection Team has been established to put in place a framework for following up on Blue Badge fraud and misuse, permit misuse and debt management. A number of other authorities has been visited by the Revenue Protection Specialist in order to establish the basis for this important operation.

## **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>

## **Appendix**

### **Delegations**

**5 December 2011 :**

#### **Making Traffic regulation Orders and dealing with Objections and other operational issues:**

On 5 December 2011, the Joint Committee decided a delegation – which is not intended to be changed, but restated here for completeness – which is to be updated to take into consideration the fact that the TRO Sub Committee was subsumed back into the main Joint Parking Committee from the 2013/14 municipal year, starting from the 2013 AGM, and to note that the number of meetings reduced to 4 p.a. from the 2014/15 municipal year:

- It may be expedient in certain circumstances for decisions to be taken by the Chair or Vice Chair [of the TRO sub] committee in consultation with officers. The [TRO Sub] Committee is asked to approve delegation of decision on matters of an urgent or unforeseen nature to the Chair or Vice Chair as their substitute, in consultation with officers where the exigency of the service requires. Such matters to be reported to the next available committee for confirmation.
- There will be times where it would be expedient for officers to make operational decisions on approved schemes and the [TRO Sub] Committee is asked to delegate operational decisions to officers.

The current process outside these delegations can sometimes be seen as long-winded: Applications need to be made by July and prioritised by the applicable partner authority, taking one of the six priority slots allocated at the October meeting, on an annual basis, for introduction the following year.

If the current delegations were extended, then changes to current school restrictions and the implementation of new restrictions could be catered for via the existing application process but would not need to take up one of the allocated six TRO slots provided to each of our partners.

As with the current system, local liaison will still occur with the applicable partner, local Council Ward/County member(s) (via the partner authority), school, and other road users, to ensure that the correct restrictions are proposed/alterd.

It is important to retain the application process to satisfy any scrutiny that may occur and any potential challenge to a proposal made.

The relevant part of Minute 68 is repeated below:-

### **68. Restrictions, Junctions and ParkSafe School Zones for 3PR support**

Richard Walker, Group Manager, explained that efforts were being made to simplify the process for introducing new schemes and detailed the approach taken and the current process and problems encountered. It was proposed that a new tier four category be introduced for schemes, bypassing the annual limit of six schemes per district or borough. A member questioned how much involvement the local authorities could have in designing each scheme and avoid problems from the summary application of red line routes.

*RESOLVED* that: -

- (a) The Parking Partnership adopt a new fourth tier category and process for 'ParkSafe' restrictions where expediency is required, beside the existing processes, set out in paragraph 3.2.
- (b) The Joint Parking Committee notes that the existing delegation set out at paragraph 5.4 allows the NEPP to help expedite these and free up slots in the fifth tier.

**3 October 2019 :**

### **Minor Changes to Permit Scheme Catchment Areas**

It is requested that delegated power is given to the NEPP Group Manager to grant minor/de minimis changes to the properties included in permit scheme catchment areas to allow additional residents to purchase permits where it is sensible to do so.

The properties that are included in the permit scheme catchment areas are set out in the traffic regulation orders. There are times when NEPP is approached by nearby residents who are experiencing parking problems but NEPP are unable to offer a permit as a solution as the property

is not included in the traffic regulation order, even if there is not pressure within on-street spaces within the scheme.

The change would allow officers to issue permits where appropriate and sensible to do so without first having to change the traffic regulation order. Any minor adjustments to the Traffic Regulation Orders would be made retrospectively at the same time as larger schemes were advertised.

#### **Relevant part of Minute 49:-**

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: -

[...] and, in addition, that;

(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.

## **Policies**

These can be found on separately linked pages (below) at <https://north.parkingpartnership.org>

### **General Policies**

[Parking Management Policy](#); [Permit Admin – Customer Care Policy](#)

### **Enforcement Policies**

[Parking Operational Protocol \(POP\)](#); [Enforcement and Discretionary Policy](#);

[Dispensation and Suspension Policy](#); [Penalty Charge Notice Cancellation Policy](#);

[Dropped Kerb Enforcement Policy](#); [Temporary 'No Waiting' Cones Policy](#)

### **Traffic Regulation Order Policies**

[Traffic Regulation Orders – General Policy](#); [TRO Process Flowchart](#)

### **Body Worn Camera Policies and Documents**

[Operational Policy and Guidance](#);

### **Dash Camera Policies**

[Operational Policy and Guidance](#);



# North Essex Parking Partnership

27 October 2022

**Title:** Purlieu Way and Harewood Hill Update Report  
**Author:** Jason Butcher – Group Development Manager  
**Presented by:** Jason Butcher – Group Development Manager

To consider actions taken by NEPP regarding the proposal for a one-hour waiting restriction and to agree future actions based on the results of a review of Purlieu Way and Harewood Hill.

## 1. Recommended Decisions

### 1.1 The Joint Committee is requested to:

- Note the actions taken by NEPP (North Essex Parking Partnership) concerning proposed one-hour restrictions on Purlieu Way and Harewood Hill, Theydon Bois (Epping Forest District).
- Confirm that NEPP Officers continue to monitor the parking situation on Purlieu Way and Harewood Hill and then consider again in April 2023 to determine what the future parking demands in the area will be.

## 2. Reason for Recommended Decision

2.1 At the October 2021 NEPP Joint Parking Committee, objections and support for a one-hour restriction were heard by Members. The resolution of the discussion was as follows: "RESOLVED that the Joint Committee approve option 3.3, as detailed in the report [to 'alter the current proposals to take into account the views that have now been expressed'], directing officers to seek an alternative or amended form of restriction for Purlieu Way, and to include neighbouring roads such as Harewood Hill in the subsequent consultation on this new restriction proposal.

2.2 To attempt to find a solution a parking pressure review and questionnaire of residents on both Purlieu Way and Harewood Hill was undertaken by independent consultants. The report considered the benefits and disbenefits of introducing a one-hour restriction on Purlieu Way and neighbouring Harewood Hill. The recommendations given in the consultant's report have been enacted by NEPP. The consultant's report is available to view on the NEPP website.

## 3. Alternative Options

3.1 A new proposal for different restrictions could be advertised at this time. This is not recommended as there does not appear to be an appetite for alternative proposals amongst residents.

3.2 A proposal readvertising a one hour waiting restriction could be made. This is not recommended at this time as it is likely to result in the same objections that were received last time being repeated and there is now an independent report which does not support this approach.

3.2 All proposals are abandoned, and no further action is taken. This is not recommended as it may be the case that changes to the parking situation in future months justify new proposals being made.

#### **4.0 Supporting Information**

4.1 At the June 2022 Joint Committee, the Purlieu Way proposal was addressed in the “Have your say” section. At the same meeting the members were assured that the Partnership’s work on addressing the situation on Purlieu Way would be brought to a future meeting of the Joint Committee for consideration.

4.2 The Purlieu Way proposal (T13419282) was prioritised at the October 2020 NEPP Joint Parking Committee.

4.3 It was clear after the proposal was prioritised that most residents on Purlieu Way favoured a one hour waiting restriction being introduced (previously suggested at 79% by residents making the application). It was also apparent that a significant minority of residents were against the proposal and that there are strong feelings amongst residents on both sides of the argument.

4.4 Concerns about the proposal were discussed at the August 2021 NEPP Joint Committee meeting following report “Application T13419282; Approval of scheme details”. This report is available to view at [nepp-jpc-agenda-10-august-2021-1.pdf \(parkingpartnership.org\)](#)

4.5 The Essex County Council (Epping Forest District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment Number 16) Order 202\* was advertised on 16 September 2021. This proposed a one-hour single yellow line on Purlieu Way. A map showing the proposal can be found in Appendix A to this report.

4.6 The proposal led to objections and other comments being received. These were considered at the October 2021 Joint Committee. The reports and minutes of that meeting are available to view at [Joint Committee | North Essex Parking Partnership](#).

4.7 The resolution of the discussions at the October 2021 Joint Committee was as follows: “RESOLVED that the Joint Committee approve option 3.3, as detailed in the report [to ‘alter the current proposals to take into account the views that have now been expressed’], directing officers to seek an alternative or amended form of restriction for Purlieu Way, and to include neighbouring roads such as Harewood Hill in the subsequent consultation on this new restriction proposal”.

4.8 To attempt to find a solution a parking pressure review and questionnaire of residents on both Purlieu Way and Harewood Hill was undertaken by independent consultants. A copy of this report can be found at [Microsoft Word - NEPP Parking Review Draft Report V2 Redacted \(parkingpartnership.org\)](#). The report has been redacted to remove residents’ names and addresses.

4.9 In view of the recommendations made in the report, NEPP wrote to all residents who had completed questionnaires to advise that a single yellow line would not be introduced at this time, but that the situation would be monitored.

4.10 In the report the consultants recommended that double yellow lines be introduced around a bend for safety reasons. A proposal reflecting that recommendation has been advertised but

objections have been received and at the time of writing the double yellow lines have not been introduced.

## **5.0 Conclusions and Recommendations**

5.1 The consultants provided a detailed report, which did not recommend introducing one hour waiting restrictions at this time. Purlieu Way is an interesting case because it was thought that most parking issues were caused by commuters. However, the survey results suggest that the majority of parking is not commuter based, in the sense of people travelling to use the tube station but is generally parking by residents and vehicles associated with residents, either from Purlieu Way and Harewood Hill or from other residential areas which have a single yellow line on them to prevent all day parking. The consultants advise that commuters to London were able to park closer to the tube station than either of these two roads.

5.2 The main conclusions of the report can be found in the review report, however, the below provides a summary:

“Currently, the implementation of restrictions would primarily prevent residents leaving a vehicle on street all day. This is not felt to be appropriate or necessary when the roads under consideration are not parked to capacity and do not appear to have an intrusive parking demand from outside this area. As we move further out of the pandemic and if commuter parking demand returns to the area, this position could change. The one issue raised by respondents that we feel should be considered currently on the grounds of safety would be a length of no waiting at any time on the curvature in Purlieu Way, outside numbers 38 to 44 and 23 to 25. It is our recommendation that no other changes be implemented at this time, but that the parking demand in these roads be monitored to determine any change to parking demand in the future.”

5.3 It has been suggested that the consultant’s report does not focus on benefits to residents that a one-hour restriction may bring. Whether or not a traffic regulation order proposal will bring benefits to a resident may be subjective. It is often the case that those residents with sufficient off-street parking will generally be in favour of a one-hour restriction as it largely will not inconvenience them. Those without off-street parking associated with their properties or with multiple vehicles are unlikely to see this as the solution. On Purlieu Way those without sufficient off-street parking or multiple vehicles are a minority of residents. Nonetheless, they are a significant minority, and there is a risk that if NEPP does introduce a single yellow line some residents will no longer be able to park. This will obviously cause those residents a significant problem. If NEPP does not introduce a one-hour waiting restriction those residents in favour of that restrictions will also feel inconvenienced as there may be times when they are not able to park as close to their property as they would wish to. Apart from parking on the bend, the consultants did not find that the current parking situation caused any safety issues.

5.4 NEPP has previously attempted to find a compromise to these problems, such as offering a permit scheme. In the review the consultants suggested separate times of restrictions on either side of the carriageway to allow residents the opportunity to move their vehicles between restricted times to avoid receiving PCNs, but these compromises have not been met with universal support.

5.5 Despite the efforts of both NEPP officers and independent consultants, a proposal that prevents all day parking without inconveniencing a significant percentage of residents has not been found and it is unclear how the differing wishes and needs of the residents can be met at this time without compromise from residents on either side of the argument.

5.6 The most appropriate decision concerning a potential one hour waiting restriction may become clearer if the parking situation changes and it can be independently evidenced that there is a large amount of all-day London based commuter parking taking place. Due to the changes in working practices that have been accelerated by the Co-vid 19 pandemic, it is currently unclear

if this will happen as many motorists who previously commuted now work from home for at least part of the working week. The post pandemic ways of working will change parking behaviour, but how this will specifically affect Purlieu Way and Harewood Hill in the future is still uncertain. Monitoring the situation until April 2023 will allow NEPP to make a more informed decision based on historical and current information.

## **6.0 Publicity Considerations**

6.1 When making the recommendations, consideration has been given to the residents of Purlieu Way, Harewood Hill and other residents on Theydon Bois who may also park on those two roads.

6.2 As explained elsewhere in this report, there is no consensus among residents about what measures, if any, should be introduced on Purlieu Way and neighbouring Harewood Hill. Residents' views on the subject are likely to be influenced by their own circumstances.

## **7.0 Financial Implications**

7.1 NEPP have already spent over £6000 on Purlieu Way and Harewood Hill issues. This does not include officer time or costs.

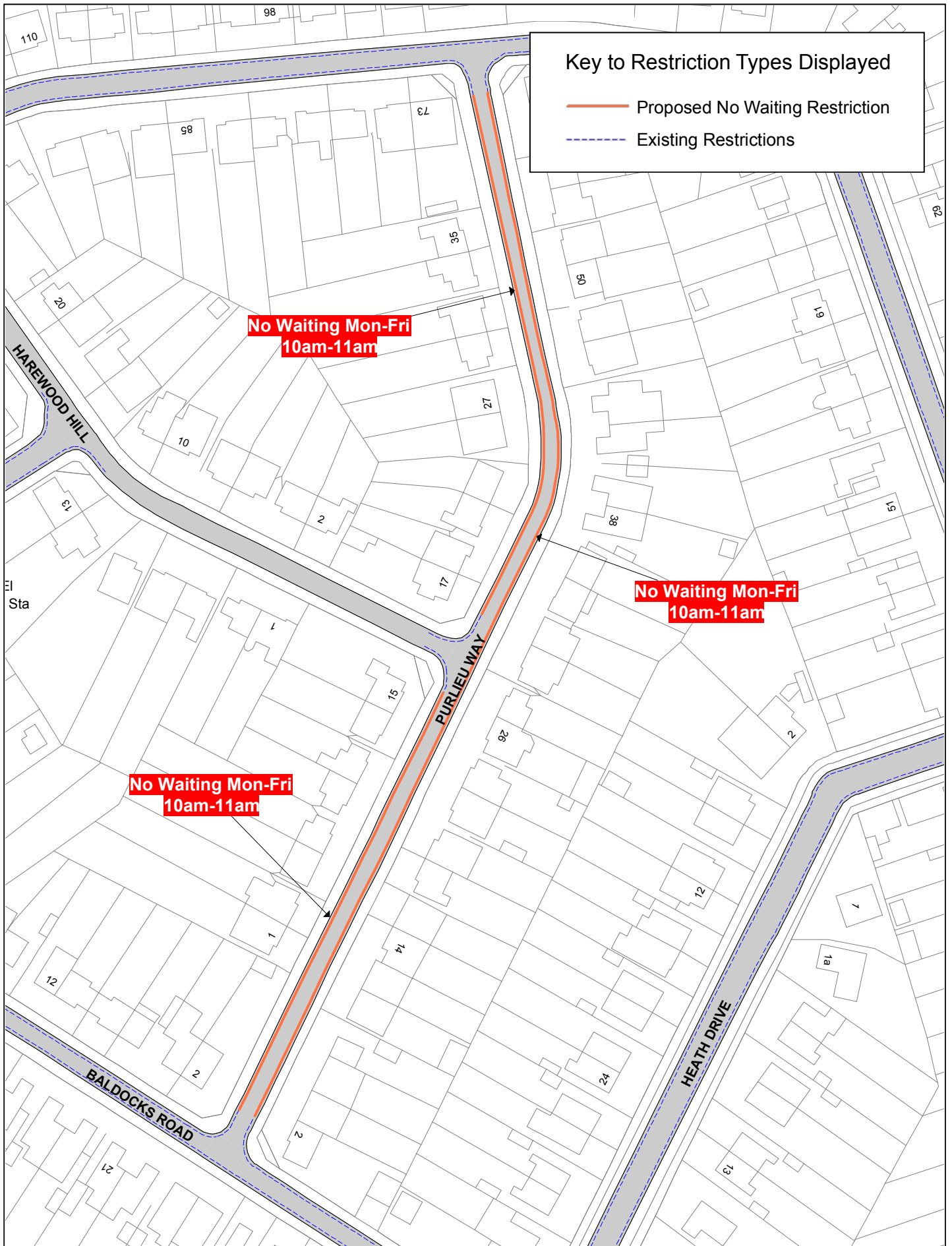
7.2 If the roads are to be surveyed again it is anticipated that the total cost will be over £10000. If it is then decided that a one-hour waiting restriction, or any other restriction, should be introduced there will be additional advertising and civil works costs.

7.3 This is far more than NEPP would usually anticipate spending on investigating new schemes, particularly one where the main aim of the proposal is to prevent inconvenience to residents rather than concerns about safety issues. It is unlikely that NEPP will be able to spend equivalent amounts on similar schemes in the future due to the new allocated budget for delivering TROs.

## **8.0 Risk Management Implications**

8.1 There is a risk that spending additional funds on future surveys will not show any changes to the current parking situation. The Joint Committee will then have to decide whether to introduce restrictions or accede to objections. Previous experience suggests that it is likely that there will continue to be persuasive arguments both in support and against any future proposals that are made and therefore local consensus may never be achieved.





**Key to Restriction Types Displayed**

- Proposed No Waiting Restriction
- - - Existing Restrictions

**No Waiting Mon-Fri  
10am-11am**

**No Waiting Mon-Fri  
10am-11am**

**No Waiting Mon-Fri  
10am-11am**



Purlieu Way



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SCALE	1 : 1250 @ A4
DATE	18/08/2021
DRAWING No.	2021_EF15_PW
DRAWN BY	BOM



# North Essex Parking Partnership

Meeting Date: 27 October 2022  
Title: Traffic Regulation Order Update and Application Decision Report  
Author: Jason Butcher – Group Development Manager  
Presented by: Jason Butcher – Group Development Manager

To approve, defer or reject traffic regulation order proposals from the list of applications that have been received. To note the work of the Technical Team during 2022.

## 1. Recommended Decision(s)

The Joint Committee [JPC] is requested to:

- 1.1 Prioritise proposed traffic regulation order schemes from the list of applications that have been received by the North Essex Parking Partnership. These are provisionally indicated on the list as 'Approve'. Other applications that have been received are provisionally shown as 'Defer' or 'Reject'.
- 1.2 Following the June 2020 JPC decisions, fourth tier applications (these are the schemes that are outside of the socially necessary category, such as junction protection and school entrance markings) can currently be approved without being considered as being one of the partner authority's six choices. Fourth tier and permit schemes are shown with \* after 'Approve'.
- 1.3 To note the new schemes that the NEPP has introduced in 2022 and the update on red line temporary orders that were introduced in 2020.
- 1.4 To defer decisions relating to Uttlesford District Council until the Joint Committee meeting in December. There is a parking review taking place in the Uttlesford District and the recommendations of that review could affect the prioritised scheme decisions.

## 2. Reasons for Recommended Decision(s)

- 2.1. To allow NEPP officers to draft prioritised traffic regulation orders. These would be advertised in 2023.
- 2.2. To allow applicants to be advised of the outcome of their proposal.

## 3. Alternative Options

- 3.1 The NEPP Joint Committee does not prioritise any proposals. The result of this will be that no new proposals from the list are advertised unless the NEPP Chairman's delegation is used for specific proposals.

#### 4. List of applications by authority

4.1 In a change to previous years, the below table shows the NEPP officer application score (where available) and an indicative cost for the works for the introduction of the traffic regulation order if it were to be advertised separately. These costs do not include officer time.

4.2 These indicative costs are based on current prices and are therefore likely to be under the actual costs involved due to possible inflationary effects and other cost pressures before 2023.

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score	Approx. cost	Provisional decision
<b>T7620140 – deferred from Oct 2021 JPC</b>	Uttlesford	Woodlands Park Great Dunmow	Waiting restrictions and extension of loading restriction	Parking on inconsiderate parts of the estate	N/A	£1700	Defer
<b>T14684084</b>	Uttlesford	West Road Saffron Walden	Resident permit area/s	Introduction of permit bays	39	£1600	Defer
<b>T41435611</b>	Uttlesford	Watch House Green Felstead	Waiting restriction/s	Double red route junction protection due to school based parking issue	36	£1600	Defer
<b>T17420578</b>	Uttlesford	New Road, Saffron Walden	Resident permit area/s	No off street parking available	34	£1600	Defer
<b>T224352310</b>	Uttlesford	Ashdon Road/Common Hill Saffron Walden	Resident permit area/s	Additional spaces required for permit holders	39	£1250	Defer
<b>T115575310</b>	Uttlesford	Stebbing Road Felstead	Waiting restriction	School based parking issue	28	£3000	Defer
<b>T18441363</b>	Uttlesford	Roding Drive Little Canfield	Waiting restriction	Obstructive parking opposite a junction	47	£1250	Defer
<b>T16527414</b>	Uttlesford	George Street Saffron Walden	Loading only bay/s	Reduction in time to allow parking	27	£1150	Defer
<b>T17573032</b>	Uttlesford	Mountfitchet Estate Stansted Mountfitchet	Stopping restrictions	Issues with junction and bend parking	30	£4100	Defer
<b>T10441614</b>	Braintree	Summerfields, Sible Hedingham	Waiting restriction/s	Parking associated with nearby supermarket	28	£2000	Approve
<b>T13577975</b>	Braintree	Park Drive Braintree	Waiting restriction/s	Obstructive & inconsiderate parking associated with visits to local businesses	28	£2000	Approve

<b>T12367746</b>	Braintree	Stone Close Braintree'	Waiting restriction/s	Obstructive & inconsiderate parking associated with non-residential parking	40	£1700	TBC
<b>T107414511</b>	Braintree	Balls Chase Halstead	Resident permit area/s	No off street parking	34	£2175	Approve*
<b>T16432156</b>	Braintree	The Street & Kings Lane Stisted	Waiting restriction/s	Junction parking issue at school times	26	£2750	Defer
<b>T21438416</b>	Braintree	Bridge Street Finchingfield	Waiting restriction/s	Obstructive parking	25	£1200	Approve
<b>T21644813</b>	Braintree	Bridge Street Coggeshall	Resident permit area/s	Parking associated with town centre	39	£2500	Approve*
<b>T214616811</b>	Braintree	Finchingfield Disabled Parking Bays	Disabled badge holders only bay/s	Issues with spaces at peak times	23	£1275	Defer
<b>T22601739</b>	Braintree	The Causeway Finchingfield	Waiting restriction/s	Displacement issue caused by double yellow lines installed in 2022	30	£1150	Defer
<b>T22559068</b>	Braintree	The Causeway Finchingfield	Waiting restriction/s	Revocation of double yellow lines installed in 2022	13	£1150	Reject
<b>T22566263</b>	Braintree	Spains Hall Road Finchingfield	Waiting restriction/s	Junction parking leading to obstruction of HGVs	30	£1300	Approve*
<b>T23683584</b>	Harlow	Guilfords	Waiting restriction/s	Parking restrictions as on an entrance/exit and corner. Obstruction and sight line issues.	N/A	N/A	Reject
<b>T24545448</b>	Harlow	Clifton Hatch	Waiting restriction/s	Parking restrictions to prevent parking on a blind bend	N/A	£1300	Approve*
<b>T24565301</b>	Harlow	Fifth Avenue and Newstead Way	Waiting restriction/s	Parking restrictions to prevent commuter parking	N/A	£3040	Approve
<b>T24583558</b>	Harlow	Edinburgh Place	Various Restrictions	Parking and blocking issues	N/A	£2400	Approve

<b>T245915663</b>	Harlow	Moorfields	Waiting restrictions	Extension of waiting restrictions due to parked vehicles	N/A	£1150	Approve*
<b>T24596064</b>	Harlow	Park Mead	Permit parking	Restrictions required between 54 and 58 Park Mead	N/A	£1250	Approve
<b>T24599965</b>	Harlow	Conyers	Waiting restrictions	Day of operation to change	N/A	£1100	Approve
<b>T24608554</b>	Harlow	Commonside Road	Waiting restrictions	Junction protection	N/A	£1300	Approve*
<b>T24611696</b>	Harlow	Chippingfield Old Harlow	Waiting restrictions	Waiting restrictions on a bend near 41	N/A	N/A	Defer
<b>T24615963</b>	Harlow	Colt Hatch	Limited waiting	Limited waiting bay in a shopping area	N/A	£1050	Approve
<b>T24618621</b>	Harlow	Standingford	Waiting restrictions	Waiting restrictions	N/A	£1300	Approve*
<b>T24629562</b>	Harlow	Maunds Hatch	Loading Bay	Loading bay required to allow deliveries to take place	N/A	£1050	Approve
<b>T24635353</b>	Harlow	Keaton Road	Waiting restrictions	Review of waiting restrictions	N/A	N/A	Reject
<b>T24640523</b>	Harlow	South Road near Anchor Press	Limited waiting	Prevent businesses using the carriageway as a long term car park	N/A	N/A	Defer
<b>T24645567</b>	Harlow	Burnt Mill Industrial Estate	Permit bay for trader	Trader currently parking where there is a TRO for waiting restrictions	N/A	£1050	Approve
<b>T24658561</b>	Harlow	Harberts Road and Toddbrook	Waiting restrictions	Waiting restrictions needed outside a sheltered complex	N/A	N/A	Defer
<b>T24661276</b>	Harlow	Milwards	Waiting restrictions	Waiting restrictions near a traffic island	N/A	N/A	Defer
<b>T246635010</b>	Harlow	Cobbins Way Mill Lane	Waiting restrictions	Extend waiting restrictions at Mill Lane junction	N/A	N/A	Defer
<b>T24666902</b>	Harlow	Brookside Katherines	Weight restrictions	To prevent commercial vehicles parking in residential areas	N/A	N/A	Reject

<b>T24669276</b>	Harlow	Kingsmoor Road	Weight restrictions	To prevent commercial vehicles parking in residential areas	N/A	N/A	Reject
<b>T17314792</b>	Colchester	James Parnell Drive	Waiting restriction/s	Junction parking	30	£1300	Approve*
<b>T176332410</b>	Colchester	Willow Brook school	School Entrance Markings	Request to remove zigzag	21	£1390	Reject
<b>T20104230</b>	Colchester	Cornflower Close Stanway	Waiting restriction/s	Junction parking	25	£1300	Approve*
<b>T8407346</b>	Colchester	Hendry Worthington Close	Waiting restriction/s	Junction parking	25	£1300	Approve*
<b>T19742010</b>	Colchester	Olympic Boulevard	Waiting restriction/s	Removal of double yellow lines	13	£1290	Reject – to be completed by ECC
<b>T18717853</b>	Colchester	The Walk/Spring Lane Eight Ash Green	Waiting restriction/s	Junction parking issue	25	£1300	Approve*
<b>T14642516</b>	Colchester	Cavalry Road	Limited waiting bay/s	Conversion of permit parking to limited waiting	28	£1050	Approve
<b>T144470511</b>	Colchester	Baden Powell Drive	Stopping restriction/s	Junction & bend parking	30	£1800	Approve*
<b>T20625395</b>	Colchester	Linden Close	Waiting restriction/s	Junction parking	25	£1300	Reject
<b>T23325011</b>	Colchester	Coast Road/Victoria Esplanade and associated roads West Mersea	Waiting restrictions	Changes to busy areas on West Mersea	N/A	£9500	Reject
<b>T20197422</b>	Colchester	Victoria Esplanade, West Mersea	Disabled badge holder bay	To secure parking near a viewing point	N/A	£1300	Reject
<b>T234060311</b> – deferred from October 2021 JPC	Tendring	Frinton Road Holland on Sea	Limited Waiting	Convert unrestricted bay near car park to limited waiting bay	N/A	£1050	Reject
<b>T19289487</b>	Tendring	Vicarage Lane Walton on the Naze	Waiting restriction/s, bay removal and altering yellow to red lines	Issues with delivery vehicles	N/A	£1650	Defer
<b>T13720652</b>	Tendring	Golf Green Road Jaywick	Waiting restriction/s	Issues with access to golf club	N/A	£1150	Defer
<b>T18630815</b>	Tendring	Wix & Heath Road Bradfield	Waiting restriction/s	School based parking issue	N/A	£2030	Approve*
<b>T18639253</b>	Tendring	School Road & B1035 Tendring	Waiting restriction/s	School based parking issue	N/A	£1775	Approve*

<b>T13405346</b>	Tendring	Blacksmiths Lane Harwich	School Entrance Markings	School based parking issue	N/A	£1325	Approve*
<b>T19634566</b>	Tendring	Olivers Close Clacton on Sea	Waiting restriction/s	Parking issue at garage entrance	N/A	£800	Approve
<b>T19618635</b>	Tendring	High Street Thorpe-le-Soken	Waiting restriction/s	Issue with parking on the junction with New Town Road	N/A	£1300	Approve*
<b>T19610386</b>	Tendring	Kings Parade/Marine Parade East Holland on Sea	Limited waiting bay/s	Reduction in bay length close to York Road	N/A	£1100	Approve
<b>T19622527</b>	Tendring	Portland Road, Dovercourt	Waiting restriction/s	Crossroads parking issue	N/A	£1375	Approve
<b>T19614432</b>	Tendring	Ravensdale Road, Clacton on Sea	Waiting restriction/s	Junction parking	N/A	£1300	Approve*
<b>T16421788</b>	Tendring	Connaught Avenue, Clacton on Sea	Waiting restriction/s	Multiple issues	N/A	£1550	Approve
<b>T16429838</b>	Tendring	New Road, Mistley	Waiting restriction/s	Junction parking	N/A	£1150	Approve*
<b>T16425418</b>	Tendring	Fronks Road, Dovercourt	Waiting restriction/s	Junction parking	N/A	£1300	Approve*
<b>T16436503</b>	Tendring	Lymington Avenue, Great Clacton	Waiting restriction/s	Junction parking	N/A	£1300	Approve*
<b>T205058710</b>	Tendring	Edison Road, Holland on Sea	Waiting restriction/s	Junction parking	N/A	£1300	Approve*
<b>T20509116</b>	Tendring	Hillcrest & Burrs Road, Great Clacton	Waiting restriction/s	Junction parking	N/A	£1300	Approve*
<b>T166160711</b>	Tendring	Abigail Gardens, Holland on Sea	Waiting restriction/s	Junction parking	N/A	£1300	Approve*
<b>T166207211</b>	Tendring	Summers Park Estate, Lawford	Waiting restriction/s	Potential change of single yellow line timings	N/A	£1550	Approve
<b>T12556442</b>	Tendring	Old Pier Road Walton	Waiting restrictions and introduction on DBH bay	All day parking in advisory bay	N/A	£1425	Approve
<b>60082</b>	Epping Forest	Eastbrook Road	Resident Permit	Issue with non-residential parking	N/A	£2800	Reject
<b>T225009910</b> Deferred from Oct 2021 JPC	Epping Forest	Broomstick Hall Road, Waltham Abbey	Waiting restrictions	Issues with School based parking	31	£2700	Approve
<b>T15403347</b>	Epping Forest	St Johns Road (Sovereign Place), Loughton	Waiting restriction/s	Junction parking issue	28	£950	Approve*

<b>T13578058</b>	Epping Forest	Hartland Road, Epping	Resident permit area/s	Issues with inconsiderate parking	33	£2800	Approve*
<b>T17501946</b>	Epping Forest	Sun Street & Market Square, Waltham Abbey TTRO in place	Waiting restriction/s	Issues with obstructive parking, particularly taxis	N/A TTRO in place	£850	Approve
<b>T17518032</b>	Epping Forest	Thaxted Way/The Cobbins, Waltham Abbey	Waiting restriction/s	Inconsiderate junction parking	34	£1300	Approve*
<b>T13580173</b>	Epping Forest	Beech Close, Loughton	Waiting restriction/s	Junction parking issue	32	£1300	Approve*
<b>T14805142</b>	Epping Forest	The Gladeway, Waltham Abbey	Waiting restriction/s	Junction protection	26	£1300	Approve*
<b>T22440354</b>	Epping Forest	Alfred Road & Roding Lane, Buckhurst Hill	Waiting restriction/s	Junction protection	35	£1300	Defer
<b>T24460877</b>	Epping Forest	Greenyard, Abbey Court & Mead Court, Waltham Abbey	Resident permit area/s	Issue with non-residential parking	39	£1550	Approve
<b>T16807205</b>	Epping Forest	Bower Vale, Epping	Resident permit area/s	Extension of scheme duration	39	£1050	Approve*

## 5. List of Schemes Completed to date in 2022

5.1 For information, below is a list of advertised proposals to date in the 2022 and the current status of the scheme.

Reference number	Authority area	Name of Scheme	Type of Restriction	Current Work Status
T15571006	Uttlesford	Abbey Lane Saffron Walden	Alter restrictions to remove pay and display	Operational
T22638074	Uttlesford	Chelmsford Road Great Dunmow	Install limited waiting bays – TTRO previously in place	Operational
T22648395	Uttlesford	High Street Great Chesterford	Waiting Restrictions	Experimental TRO in place
T11416643	Braintree	Woodham Drive/Maldon Road, Hatfield Peverel	Waiting Restrictions	Operational
T14409766	Braintree	Morley Road Halstead	Waiting Restrictions	Not installed due to objections
T125357211	Braintree	Manor Street Braintree	Permit Parking	Operational
T125295610	Braintree	Finchingfield village centre	Waiting restrictions	Operational
T18544625	Braintree	The Maltings and Shalford Road, Rayne	Waiting restrictions	Operational
T18540902	Braintree	The Street and Station Road, Rayne	Stopping restrictions and limited waiting bay	Operational



T16638968	Harlow	Tripton Road	Red lines near school	Objections being considered
T27622741	Harlow	Challinor	Waiting restrictions	Not installed due to objections
T27627479	Harlow	Elmbridge	Waiting restrictions	Operational
T22331711	Harlow	Sunnycroft	Waiting restrictions	Operational
T22585956	Harlow	Bush Fair	Waiting and loading restrictions	Operational
T22589714	Harlow	Park Mead	Pay and display bays	Not installed due to objections
T22604988	Harlow	Millersdale	No waiting and parking bays	Operational
T22608121	Harlow	Pollard Hatch	Limited waiting bays	Operational
T22611388	Harlow	Wharley Hook	Waiting restrictions	Operational
T22618717	Harlow	Old Road/Bury Road	Waiting restrictions	Operational
T22624937	Harlow	South Road	Waiting restrictions	Operational
T19666446	Harlow	Bushey Croft	Restricted parking zone	Operational
T93908711	Colchester	Victoria Road Colchester	Change to permit parking zone	Not installed due to objections
T9562561	Colchester	Nayland Road/Braiswick Lane, Colchester	Extension of waiting restrictions	Operational
T14495924	Colchester	Oaks Drive	Removal of limited parking bay	Not installed due to objections
T14573037	Colchester	Roman and Castle Roads	Extension of permit scheme	Operational
T13425036	Colchester	St Marys Estate	Extension of permit scheme	Operational – reduced scheme due to objections received
North Colchester Review and T11432586	Colchester	North Colchester Review and Whitmore Drive	Stopping and waiting restrictions	Operational
T15727013	Tendring	Waterside, Brightlingsea	Waiting restrictions	Objections being considered
T145927110	Tendring	Waldegrave Way, Lawford	Waiting restrictions	Operational
T14545467	Tendring	Colchester Road, Lawford	Waiting restrictions	Operational
T16648638 (Incorporated with below)	Tendring	St Vincent Road / Wash Lane / Kings Road / Freeland Road, Clacton	Waiting restrictions	Operational
T104963910 (Incorporated with above)	Tendring	Crown & Arnold Roads Clacton on Sea	Waiting restriction/s	Operational
T164391611	Tendring	Connaught Gardens, Clacton on Sea	Waiting restrictions	Operational
T17371883	Tendring	Stephenson Road, Clacton on Sea	Stopping restrictions	Operational
T14480463	Tendring	The Street, Ardleigh	Stopping restrictions	Operational
T23665477	Tendring	Southcliffe Road/Holland Park, Clacton on Sea	Waiting restrictions	Operational

T24367603	Epping Forest	Ormonde Rise, Buckhurst Hill	Permit Parking	Operational
T10618929	Epping Forest	The Elms, Ongar	Waiting restrictions	Operational
T11502441	Epping Forest	Lower Queens Road/Alfred Road/Cascade Road, Buckhurst Hill	Permit Parking	Reduced permit scheme being introduced after objections received when advertised
T12557914	Epping Forest	New Nazeing and associated roads	Waiting restrictions	Operational
T17373217	Epping Forest	Mayflower Way, Ongar	Waiting restrictions	Operational
T184491511	Epping Forest	Ravensmere, Epping	Permit parking	Operational
T22742969	Epping Forest	Baldwins Hill, Loughton	Permit Parking	Reduced permit scheme being introduced after objections received when advertised
T22434212	Epping Forest	The Drive, Loughton	Waiting restrictions	Operational
T156346411	Epping Forest	St Nicholas Place & Borders Lane, Loughton	Stopping restrictions	Operational
T21504258	Epping Forest	Badburgham Court/Ninefields, Waltham Abbey	Junction protection	Operational
T19356737	Epping Forest	The Lindens, Loughton	Waiting restrictions	Operational
T17501946 via NEPP Chairman Authorisation	Epping Forest	Sun Street and Market Square Waltham Abbey	Waiting restrictions	Operational - TTRO

## 6 Red line temporary orders update

- 6.1 During 2020 NEPP installed red line restrictions by temporary orders in locations that were likely to attract high visitor numbers. This was to help with concerns about the parking situations that were developing at the time due to the Covid pandemic. It was anticipated that there would be an increase in visitor numbers in view of the previous lockdowns and restrictions on travelling abroad.
- 6.2 Epping Forest (Epping Forest District)  
Prior to the temporary order for red lines around Epping Forest expiring, a permanent order was advertised. This generated many objections and so was not introduced. It was considered that a compromise could be found, and so reduced restrictions were introduced by an Experimental Order. This has been in place since May 2022 and can be operational for up to 18 months or made permanent after 6 months, depending on the objections that are received up to that point.
- 6.3 Hatfield Forest (Uttlesford District)  
A temporary order was installed in June 2020. In February 2022 a permanent order was made. With some slight alterations, this made the red lines that had been introduced in the temporary order permanent.
- 6.4 West Mersea (Colchester Borough)  
Red lines were introduced on Coast Road and Victoria Esplanade in September 2020. In view of comments and objections that were received after the temporary order was

installed, the temporary order was allowed to expire, and the previous waiting restrictions returned to being operational.

## **7. On-Street Pay and Display machines**

- 7.1 Works have continued to remove coin payment as an option for NEPP on-street operations. It is anticipated that the only coin machines left will be in four roads in Saffron Walden. The reduction in coin payments helps to reduce NEPP coin collection costs.

## **8 Off-Street Works**

- 8.1 The technical team can help draft off-street orders and notices of variation when requested. In 2022 orders and notices of variation have been drafted for both Colchester Borough and Epping Forest District councils.

## **9 Standard References**

- 9.1 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.



# North Essex Parking Partnership

## Joint Parking Committee

Meeting Date:	27 October 2022
Title:	North Essex Parking Partnership Project Update
Author:	Danielle Northcott, NEPP Parking Project Manager
Presented by:	Danielle Northcott and Jason Butcher

This report is for information and requests the Committee note the progress of NEPP's projects. No decisions are required.

### 1. Recommended Decision(s)

#### 1.1. The Committee is asked to note:

- The programmed and unprogrammed project summary tables in Appendix A.
- The impact of surplus reduction on the remaining programmed projects.
- The withdrawal of the Directional Signage and Commuter Parking Reviews projects.

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

- 2.1. For clarity and transparency over use of NEPP's finances under the surplus-funded Project programme.
- 2.2. To ensure operations continue within budgetary confinements, ensuring NEPP's financial stability in future.
- 2.3. Having reviewed the remaining unprogrammed projects and assessed their financial viability, we have recommended that we prioritise those which remain, which has led to the withdrawal of the Directional Signage and Commuter Parking Review projects.

### 3. Supporting Information

- 3.1. At the previous Joint Parking Committee meeting NEPP highlighted that, at the close of Financial Year 2021/22, many funds were drawn from the reserve, including TRO costs, end of year deficit and provision for bad debt.
- 3.2. NEPP's financial position will be monitored closely, with Reserve usage reviewed prior to the subsequent Committee meeting on December 8<sup>th</sup>.
- 3.3. The Projects team will now focus on helping create operational efficiencies across NEPP, such as the further development of the new NEPP website, 3PR scheme and improved data sharing.

### 4. Environmental

- 4.1. Colchester Borough Council have committed to achieving net zero emissions by 2030 and, as it is the lead authority for the Partnership, the NEPP operation should also aim to achieve this target.

- 4.2. Five electric vehicles (EVs), which were purchased for use as Park Safe enforcement vehicles and Engineering Team vans, are operational as of March 2022.
- 4.3. NEPP are currently reviewing their fleet to ascertain the level of infrastructure required, informing ongoing discussions with Harlow District Council regarding a potential charging hub at Latton Bush.

## 5. Financial

- 5.1. As reported in June's Joint Committee meeting, the surplus which once existed is no longer available for projects on the scale previously committed. Those which are on the programmes list in Appendix A will remain, as they may be considered if a surplus were to return.
- 5.2. The Financial Report which has been presented at this Joint Parking Committee indicates a surplus is present in the current period, though this must be reviewed throughout the winter months and at the end of this Financial Year, prior to any commitments on its use.

## 6. Standard References

- 6.1. Other than set out above, there are no particular references to Covid-19; Development Plan; publicity or consultation considerations; or equality, diversity and human rights; community safety; health and safety; risk management implications of Benefit to ECC.

### Appendix A

Programmed Surplus Fund Projects				
Project Ref.	Project Name	Estimated Delivery	Estimated Budget	Costs Committed
19/02/NEPP	Parking Bay Sensors	Dependent on future surplus	£150,000	£8,500
22/03/NEPP	EV Fleet and Infrastructure	TBC	£100,000	£0
21/01/UDC	Uttlesford Parking Review and Strategy	Sep-22	£80,000	£56,000
Total			£330,000	£64,500

Un-programmed Projects			
Project Ref.	Project Name	Estimated Delivery	Estimated Budget
19/01/TDC	Town Centre Reviews	TBC	£50,000
19/02/TDC	Additional TDC Schemes	TBC	£25,000
Total			£75,000



# North Essex Parking Partnership

Meeting Date: 27 October 2022  
Title: **Forward Plan 2022-2023**  
Author: Owen Howell – Democratic Services, Colchester Borough Council  
Presented by: Owen Howell – Democratic Services, Colchester Borough Council

This report concerns the 2022-23 Forward Plan of meetings for the North Essex Parking Partnership.

## 1. Recommended Decision(s)

- 1.1 To note and approve the North Essex Parking Partnership Forward Plan for 2022-23.

## 2. Reasons for Recommended Decision(s)

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

## 3. Supporting Information

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

## 4. Meeting venues for 2022-23

- 4.1 The revolving hosting of Joint Committee meetings by the Partnership local authorities means that the next meeting is to be hosted by Uttlesford District Council on 8 December 2022. Hosting authorities will abide by any health and safety measures required by law at the time they are held.

## 5. Appendices

- 6.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2022-23.



**NORTH ESSEX PARKING PARTNERSHIP (NEPP)  
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2021-22**

<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>	1 June 2022, (3pm) Microsoft Teams - online	23 June 2022 1.00pm,  Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit  Annual Review of Risk Management  NEPP Financial Update  Traders' Permits  Forward Plan '22/23	Hayley McGrath (CBC)  Hayley McGrath (CBC)  Lou Belgrove (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	6 October 2022,  Microsoft Teams - online.	27 October 2022 1.00pm,  Venue: Dining Hall at The Latton Bush Centre Southern Way, Harlow CM18 7BL.	Technical report and Traffic Order Scheme Prioritisation  Update on Purlieu Way and Harewood Hill, Theydon Bois  Financial Report  Partnership Update Report  Project update report  Obstructive Parking Update  Forward Plan '22/23	Jason Butcher (PP)  Jason Butcher (PP)  Lou Belgrove (PP)  Richard Walker (PP)  Danielle Northcott (PP)  Richard Walker (PP)  Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	17 November 2022,  Microsoft Teams - online	8 December 2022 1.00pm,  Venue: See next page.	NEPP Financial Update  Traffic Regulation Order Policy  Technical report and Traffic Order Scheme Prioritisation	Lou Belgrove (PP)  Jason Butcher (PP)  Jason Butcher (PP)



<b>COMMITTEE / WORKING GROUP</b>	<b>CLIENT OFFICER MEETING</b>	<b>JOINT COMMITTEE MEETING</b>	<b>MAIN AGENDA REPORTS</b>	<b>AUTHOR</b>
		Uttlesford District Council, London Road, Saffron Walden CB11 4ER	Traders' Permits Use of Reserves Obstructive Parking Update Forward Plan '22/23 and' 23/24 Dates	Lou Belgrove (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	23 February 2023,  Microsoft Teams - online	16 March 2023 1.00pm,  Venue: Braintree District Council, Causeway House, Bocking End, Braintree CM7 9HB	Finance Update and 2023/24 Budget  Obstructive Parking Update Forward Plan '22/23	Richard Walker (PP)/ Lou Belgrove (PP)  Richard Walker (PP) Owen Howell (CBC)
<b>Joint Committee for On Street Parking</b>	1 June 2023,  Microsoft Teams - online	22 June 2023 1.00pm,  Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update Obstructive Parking Update Forward Plan '23/24	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP) Richard Walker (PP) Owen Howell (CBC)

\* These meeting venues are subject to change and may be replaced with online meetings, if required, in order to comply with social distancing measures and advice from central government.

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