

## Joint Parking Partnership

Joint Parking Committee on 13 January 2010 at 10am in  
Committee Room 1 at Causeway House, Braintree District Council offices

### Minutes

<b>Present:</b>	Cllr Roger Walters (Cllr RW)	Braintree District Council
	Paul Partridge (PP)	Braintree District Council
	Mick Galley (MG)	Braintree District Council
	Cllr Susan Barker (Cllr SB)	Uttlesford District Council
	Cllr Rod Chamberlain (Cllr RC)	Uttlesford District Council
	Michael Perry (MP)	Uttlesford District Council
	Cllr Martin Hunt (Cllr MH)	Colchester Borough Council
	Cllr Tim Young (Cllr TY)	Colchester Borough Council
	Christine Belgrove (CB)	Colchester Borough Council
	Karen Daniel (KD)	Colchester Borough Council (Note taker)
<b>Apologies:</b>	Cllr Robert Mitchell (Cllr RM)	Braintree District Council
	Matthew Young (MY)	Colchester Borough Council
	Richard Walker (RW)	Colchester Borough Council
<b>Copied to:</b>	Diane Burridge	Uttlesford District Council
	Ron Pridham	Uttlesford District Council
	Derek Macpherson	Colchester Borough Council
	Elizabeth Pinto	Colchester Borough Council
	Lucill Curtis	Colchester Borough Council
	Robert Judd	Colchester Borough Council

#### 1.00 Apologies Received

1.01 Cllr Robert Mitchell, Matthew Young and Richard Walker sent their apologies.

#### 2.00 Minutes and matters arising

2.01 Cllr SB requested that the minutes of the last meeting be re-drafted to include an amendment to reflect that a discussion took place surrounding Cash Collection from Uttlesford and that RW agreed to discuss the issue with officers.

2.02 Cllr RC stated that the minute 6.01 should read 'Cllr RC requested for the website to be made more user friendly'.

#### Actions carried forward from previous meetings

2.05 Cllr RW stated that he had not received a copy of MY original email to ECC regarding the audit fee.

4.02 It was confirmed that the draft Parking Strategy & Development Plan 2009/10 had been signed by both Colchester and Braintree authorities. A conclusion from Uttlesford is still awaited. Done.

**Action by**

KD

MY

### **Actions carried forward from 28/10/09 meeting**

- 3.01 MY agreed to meet with MP to discuss their contribution to the budget. MY
- Cllr RW requested a breakdown of costs for the Parking Systems Costs. Done
- It was agreed that the checking of the draft budget would be delegated to Senior Officers but the final sign off would be made by Members. Done
- The draft budget was agreed in principle, however Cllr TY requested for the draft budget to be included on the agenda for the next meeting. Done
- 4.02 RW agreed to send an email to all the other Local Authorities in the region regarding recruitment of CEO's. RW
- 5.02 RW agreed to contact Braintree DC to request a written proposal from Halstead Town Council. Done
- 6.01 Cllr RC requested that the car parking details be outlined in a more customer useable way as the original lay out for UDC appeared complex. RW confirmed that would be picked up in the future review and update of the information contained on the website as Colchester's site was about to be relaunched (02/11/09). Ongoing RW

### **3.00 Draft Joint Parking Budget 2010/11**

- 3.01 A copy of the draft Joint Parking Budget 2010/11 was sent out before the meeting.
- A discussion took place on the draft Joint Parking Budget.
- 3.02 The draft Joint Parking Budget 2010/11 was agreed by all. However, there were requests for further information as follows:-
- 3.03 Cllr SB stated that the explanation in the budget for the increase in the salary line was not adequate and requested a further explanation which CB agreed to provide by the next meeting. MY
- 3.04 PP requested confirmation that £14,000 is not included in the total figure which CB agreed to provide by the next meeting. MY
- 3.05 Cllr RW requested a forecast of reduced costs to the Parking Partnership which CB agreed to provide for the next meeting. MY
- 3.06 PP stated that he was unconcerned with the increase of budget to 3% for inflation as the Partnership receives a lot of support from the officers at Colchester.

### **4.00 Operational Report**

- 4.01 A copy of the Operational Report was sent out before the meeting. CB presented the Operational Report.
- A discussion took place on the report.

4.02	It was confirmed that repairs and maintenance to accessibility, signage and lighting would be targeted to ensure that the Park Mark Standard was maintained. This is due for renewal on 18 February 2010.	
4.03	It is intended to input permits from Witham on to the new permit database.	
4.04	CB explained the new powers of enforcement for parking across dropped kerbs and the 'Regulation 10' penalties. Cllr SB requested further information on the penalties which CB agreed to supply for the next meeting. The emphasis had been on education so far rather than issuing penalties, but the CEOs can use the powers if necessary. A driver would always be made aware of the problem by a CEO. Parking on the footpath is only enforceable by CEOs if a TRO is in place. However, Police can move a vehicle for obstruction without a TRO in place. Currently there are no plans to use CCTV in parking enforcement in Colchester, Braintree or Uttlesford.	RW
4.05	PP suggested that the new powers should be advertised in the press. CB announced that an enforcement policy had been written. CB agreed to draw up a press release and place it on the CBC website where it can be accessed by Braintree and Uttlesford if required.	RW
4.06	CB reported that Braintree proposed to start Friday and Saturday evening patrols. Cllr RW requested further information on the proposed patrols for circulation to members at Braintree which CB agreed to provide.	RW
4.07	CB reported that staff resources at Uttlesford were back to full strength. Staff being managed through the Ill Health Capability process was still on going. PP suggested that consideration be given to reporting the daily deployment of PA's against availability as a % and the number of days lost due sickness absence, which CB agreed to provide for next meeting.	RW
4.08	CB submitted a paper to the meeting showing numbers of PCNs issued at Colchester. Cllr SB noted that income had increased in Colchester for the period of April 09 to date compared with same period of time in previous year and queried if Uttlesford was getting value for money from the Partnership. Cllr SB requested a detailed breakdown of income from PCNs which CB agreed to provide for next meeting.	RW
4.09	PP expressed a wish to support the cashless system when further information is available. A breakdown of costs to each authority was requested which CB agreed to provide for next meeting.	RW
4.10	Cllr RW explained the ECC review of parking services. He stated that a decision would be reached within the next two months. It is proposed to phase gradually any changes that are made.	
<b>5.00</b>	<b>Any Other Business</b>	

5.01 Cllr RC asked if there was any confusion from the public regarding the Parking Partnership. CB explained that there was one issue concerning CBC not being able to take payments on behalf of UDC and BDC but that is being investigated by CBC officers. RW

Cllr RC requested future updates which CB agreed to provide at the next meeting.

5.02 Cllr SB requested an update on the Audit visit. CB reported that the Auditor had visited and received all the requested information including reports from Chipside.

**6.00 Date of next meeting**

6.01 The next meeting will take place on Wednesday 10 March 2010 at 10:00 at Uttlesford District Council offices. Cllr SB agreed to confirm the location (room at Great Dunmow library). Cllr SB