



# North Essex Parking Partnership

## Joint Committee On-Street Parking

Latton Bush Centre  
Southern Way  
Harlow, CM18 7BL

**21 March 2024 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: <https://north.parkingpartnership.org/joint-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/hybrid meetings of the Joint Committee, a written contribution of no longer than 500 words may be submitted to [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk), before noon on the working day before the meeting date.
- 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 2022.

Members are reminded to abide by the terms of the legal agreement: “The North Essex Parking Partnership Joint Committee Agreement 2022 ‘A combined parking service for North Essex’ ” and in particular sections 32 and 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 1 February 2024. Meeting to be held at  
Latton Bush Centre, Southern Way, Harlow, CM18 7BL

**Agenda**

**Attendees**

**Executive Members:-**

Cllr Mick Barry (Tendring)  
Cllr Graham Butland (Braintree)  
Cllr Martin Goss (Colchester)  
Cllr Neil Hargreaves (Uttlesford)  
Cllr Dan Land (Essex) [**Chairman**]  
Cllr Nicky Purse (Harlow)  
Cllr Ken Williamson (Epping Forest)

**Officers:-**

Jason Butcher (Parking Partnership)  
Jake England (Parking Partnership)  
Jo Heynes (Essex County Council)  
Amelia Hoke (Epping Forest)  
Owen Howell (Colchester City Council)  
Dean James (Harlow)  
Mike Kelly (Harlow)  
Angela Knight (Uttlesford)  
Andrew Nepean (Tendring)  
Paul Partridge (Braintree)  
Mel Rundle (Colchester)  
Richard Walker (Parking Partnership)  
Danielle Wood (Parking Partnership)

**Introduced by    Page**

**1. Election of a Chair for the meeting**

The Chairman has given his apologies for being unable to attend this meeting. As there is no current Vice Chairman, the Joint Committee will need to vote to appoint one of its members to chair this meeting.

**2. Welcome & Introductions**

**3. 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 1 February 2024.

**7-18**

**6. Urgent Items**

The Joint Committee will consider any urgent items of business raised.

## North Essex Parking Partnership

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|---|------------------------|--------------|
| <b>7. Financial Report and Business Plan</b><br>This report updates Members on the North Essex Parking Partnership's finances and asks Members to approve the NEPP budget for 2024/25.  | <b>Chris Hartgrove</b> | <b>19-22</b> |
| <b>8. On-Street Paid parking – Forward Plan</b><br>This report asks the Joint Committee to consider the forward plan for delivering on-street paid parking at new locations, following the decision made at the February Joint Committee meeting. | <b>Richard Walker</b>  | <b>23-30</b> |
| <b>9. Update on National Parking Initiatives</b><br>This report sets out and provides background and further resources for a number of upcoming National Parking Initiatives.   | <b>Richard Walker</b>  | <b>31-32</b> |
| <b>10. Forward Plan 2024-25</b><br>To approve the Forward Plan for the Joint Committee of the North Essex Parking Partnership, for 2024-25.   | <b>Owen Howell</b>     | <b>33-38</b> |

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

**1 February 2024 at 1.00pm  
Grand Jury Room, Colchester Town Hall.  
CO1 1PJ**

**Members Present:**

Councillor Mick Barry (Tendring District Council)  
Councillor Graham Butland (Braintree District Council)  
Councillor Goss (Colchester Borough Council)  
Councillor Neil Hargreaves (Uttlesford District Council)  
Councillor Dan Land (Essex County Council) [Chairman]  
Councillor Nicky Purse (Harlow District Council)  
Councillor Ken Williamson (Epping Forest District Council)

**Substitutions:**

There were no substitutions at the meeting.

**Apologies:**

No apologies received.

**Also Present:**

Richard Barrett (Tendring District Council)  
Lou Belgrove (Parking Partnership)  
Jason Butcher (Parking Partnership)  
Richard Clifford (Colchester City Council)  
Jake England (Parking Partnership)  
Amelia Hoke (Epping Forest District Council)  
Owen Howell (Colchester City Council)  
Dean James (Harlow District Council)  
Michael Kelly (Harlow District Council)  
Angela Knight (Uttlesford District Council) [Attended remotely via Zoom]  
Andrew Nepean (Tendring District Council)  
Paul Partridge (Braintree District Council)  
Mel Rundle (Colchester City Council)  
Richard Walker (Parking Partnership)  
Damian Williams (Tendring District Council)

## **162. Have Your Say**

With the permission of the Chair, a statement was read out on behalf of Mrs Irene Laird. Mrs Laird questioned the circumstances and approach of Parking Partnership enforcement in regard to the issuing of a parking charge notice. The Chair noted that this matter would have to be addressed by Mrs Laird via the correct processes within the Parking Partnership.

## **163. Minutes**

*RESOLVED* that the minutes of the meeting held on 9 November 2023 be approved as an accurate record, subject to amendments to show Councillor Goggin as a member of Essex County Council, rather than Tendring District Council, and that Councillor Butland attended as the Joint Committee member for Braintree District Council.

## **164. Urgent Items**

The Chair noted the resignation from the Joint Committee of Councillor Sam Kane, and the vacancy this created regarding the position of Deputy Chair. No candidates stood for election to the position at this time, and it was confirmed that the position would only need to be filled at the next Annual Meeting of the Joint Committee, in June 2024.

## **165. Financial Report and Business Plan**

Tribute was paid to the work done by Andrew Small [Colchester Section 151 Officer] and Chris Hartgrove [Deputy Section 151 Officer] to redesign how financial information was provided, in response to Joint Committee concerns regarding the level of information provided. The S151 Officer explained that this would be an iterative process, with improvements continuing to be made. Finances from 2023-24 had been examined, and a budget proposed for 2024-25. A surplus of £76k for the current financial year was expected, if projections were met. This would bring the NEPP's deficit down to £84k.

The Management allocation had been revised, reducing the spend by the NEPP, and increasing the cost allocation to Colchester City Council, as more of Richard Walker's time was being allocated to work outside NEPP duties.

Bad debt provision was included, and assumptions had been examined, harmonising these with Colchester City Council's projections. Some changes had been made, relating to vacancies for Civil Enforcement Officers [CEOs], the vacancy factor from unfilled positions, and the short fall in parking charge notices due to unfilled positions in the CEO team.

Pay had been a challenge, with a core assumption of a 3% rise, based on expected inflation. The NEPP was predicted to return to a positive balance by the end of 2024-25.



In response to questions as to allocation of deficits between partners, the S151 Officer noted the clear intention of partners that they were all 'in it together', albeit with the NEPP Agreement being self-contradictory in places, and stated that the Joint Committee needed to restate and agree how to treat deficits. If the partners agreed to a sharing of deficits across all partners, then the Agreement wording would need to be examined and amended, and the amended version agreed by the NEPP partners.

A Joint Committee member gave the opinion that the NEPP was in breach of its Agreement, regarding continued Traffic Regulation Order work, and that Agreement discrepancies needed resolving. Joint Committee members agreed that the NEPP Agreement needed to be updated, to remove self-contradictions and set out the sharing between partners of any budget deficit at the NEPP, and that this should be ready for consideration at the March meeting of the Joint Committee. Any changes would require approval by Essex County Council [ECC]. The Chair agreed to raise this, and would let the Joint Committee know if there were any difficulties.

Richard Walker, Head of Parking, confirmed that the £140k expected income from changes to on-street parking charges, as laid out in a later report on this agenda, had been included in the financial information given. A discussion was held regarding the assumption that the Joint Committee would approve the measures that would lead to the expected income increase. Officers noted that this decision had been brought to the Joint Committee at its meeting in October 2023, but the Joint Committee had deferred it, and then cancelled its December meeting.

A Joint Committee member asked why more clarity was being given to financial breakdowns by district, arguing that this was a hard task, and that there were more important things to do.

PCN figures were stated to be under expected levels. A Committee member argued that the £576k of PCN income predicted for the next three months seemed very optimistic, especially given the time of year. Monthly finance reports were requested by the Committee member, with the outturn position for period 11 to be provided in early March, for consideration before the next Joint Committee meeting. The Head of Parking explained there was now a larger deployment of Civil Enforcement Officers [CEOs] than when the forecasts had been made. The S151 Officer described work done to explore improving the quality of financial reporting. A Committee member suggested making a resolution to call for timely monthly financial reports, to be circulated to all partner local authorities.

Following questioning, the Head of Parking explained the change to his role, increasing the time spent on work for Colchester City Council, and thus reducing the portion of his salary paid for by the NEPP. This had been reflected in the figures relating to the management allocation in the finance report. Queries were raised by the Joint Committee as to whether budget lines had been finessed, with insufficient leeway. A Committee member raised the view that an assumption of a 3% pay increase was too low, which was significant due to the cost of salaries

being the NEPP's biggest cost and risk. A request was made for 'worst case scenario' projections to be provided to the Joint Committee members prior to the next meeting. Further assurance was requested regarding the expected increase in PCN income from employing more CEOs. The Group Operating Manager explained that the Budget did give worst case scenario projections, including full employment and no vacancy factor savings. More detail could be shared regarding CEO employment and PCN expectations. The employment of new CEOs had an almost immediate effect on PCN income, as they immediately commenced supervised work. Forecasts of PCN income had already been revised downwards, in line with the Joint Committee's views, but based on full staffing of CEO posts.

The new reporting of bad debt provision was welcomed, and the income to cost ratio of employing more CEOs discussed. The removal of 'data-led services' costs from the finance report was queried.

The Head of Parking explained that the NEPP transformation programme was due to start in the coming week, with details kept confidential until all staff affected had been talked to. Some of what was covered by 'data-led services' had moved to other budget areas. A Committee member asked when the Joint Committee could examine the transformation proposals, and the Head of Parking offered to discuss the details outside of the public session of this meeting. The Group Operating Manager explained that the restructure was to meet the requirements of the new Business Plan, but would be ready for scrutiny and potential changes.

The Group Development Manager emphasised that the Business Plan was designed to meet what members had said they wanted from the NEPP. The service provided was currently costing too much to deliver, so this needed to be addressed sooner rather than later. This meeting gave the Joint Committee the opportunity to discuss any issues with the Business Plan. The Joint Committee member for the Lead Authority noted that operational details as to how a service was delivered were down to the service provider, to deliver against the expectations of the client. Assurance was given that all possible information would be provided to the NEPP partners. Joint Committee members accepted that some transformational details would need to be confidential, but asked for sight of information on the programme, to gain assurance.

*RESOLVED* that the JOINT COMMITTEE: -

- a) Notes the forecast outturn for 2023/24 as of 31st December 2023 (Period 9);
- b) Approves the draft Budget for 2024/25, including the projected impact on the Parking Reserve balance;
- c) Directs that financial outturn updates be circulated to all NEPP partners following the end of each accounting period throughout the financial year;

- d) Directs officers to provide recommendations as to amendments to the NEPP Agreement, which would remove any contradictions in content, and add clarity regarding the division of any deficit between the partner local authorities of the NEPP.

## **166. NEPP Business Plan**

Richard Walker, Head of Parking, introduced the proposed Business Plan, noting the high turnover in Joint Committee representatives and giving the background to the creation and success of the NEPP, up to the disruption caused by the Covid 19 pandemic. The pandemic/Covid 19 measures, subsequent delay in approving increases to fees and charges, and an increase in Traffic Regulation Order [TRO] spending had caused a decrease in reserves and increase in costs. An example was the cost of moving cameras between school sites, along with the funding of off-street operations and indirect costs.

The NEPP was obliged to follow statutory guidance, interpreted by the Joint Committee, on how to operate, including enforcement and patrols. Other actions are optional, which was where savings were to be sought. This included the 3PR Scheme, where the dedicated officer who had left was not to be replaced. The vacant Data Officer role had been left unfilled and the Group Development Officer was to leave the NEPP. The budget for roles was to be reviewed as the NEPP progressed.

The Technical Service was described. TROs were being considered, looking at those which would be self-financing separately to those without immediate income. A couple of new schemes had now been put forward and were covered in the appropriate report. Costs of maintenance for existing TROs had been reduced, by reducing the maintenance work done on signs and lines. This would not be possible to continue into the long term, as it would seriously reduce the ability to conduct enforcement. Money had been allocated towards this work.

Additional work was carried out by the NEPP with NEPP partners to help the local authorities produce parking strategies. The rescue plan was for the remainder of 2023-24 and for 2024-25 onwards, showing what was needed in regard to generating income. Essex County Council [ECC] expected annual increases to fees and charges, and the NEPP had already agreed its increases in these areas, over inflation, for the coming years. The current deficit arose in part from delaying the approval of these increases. Compound increases in permit fees, with a booking fee to cover transaction costs, were not being recommended at this time.

The Head of Parking laid out the differences between the areas covered by the NEPP and the South Essex Parking Partnership [SEPP]. The NEPP was mostly rural, whilst the SEPP mostly covered urban areas. Higher costs and difficulties in enforcement were encountered in rural areas. The Head of Parking confirmed that the NEPP had looked at options, such as using part-time officers on more localised areas. Some were employed in this way, with all CEOs receiving full training and

equipment. The Group Operating Manager added that flexibility was a requirement of the job market, and was supported by Colchester City Council, with flexible and part-time contracts. The NEPP had been working, with recent success, to understand what CEOs wanted, with CEOs having other priorities in addition to flexibility. Other options were being explored.

The Joint Committee discussed the reductions in employment and service provision. The Head of Parking was asked whether a risk assessment had been carried out on the plan to end use of camera schemes outside schools, and how the staff structure had been set up to cater for additional ECC work which had been promised but not delivered, before the work had been confirmed. A request was made for a breakdown of recharge amounts relating to specialist services, and their destinations. The Head of Parking explained that the new NEPP Agreement included the suggested need to conduct activities such as the additional camera operations on behalf of ECC. An extra structure had been put in place to allow the NEPP to extend its camera usage. ECC had not however provided the work expected, and so the structure was reviewed as part of the transformation process. Recharge amounts could be provided, such as for Democratic Services support, and others, on non-direct recharges, although it had been noted already that these amounts were reducing, despite other costs increasing.

The Joint Committee representative from Uttlesford discussed the current consultation that authority was conducting regarding off-street parking. The MiPermit fees and credit card charges were currently being absorbed by Uttlesford District Council, but the proposal was to pass on the MiPermit fee of 10p to the customer, whilst continuing to absorb credit card fees. Use of cashless payment was preferred, as it minimised costs of collecting payments.

The Head of Parking referred to information previously circulated, regarding the National Parking Platform, which would mean that people could use any parking app to pay for parking in any pay-for-use car park. Service charges were now being looked at, and the system was being managed by the Department for Transport. A report would be brought to the next Joint Committee meeting. If the NEPP were to sign up to the scheme by Easter, this would be without charge. If signing up after Easter, it would cost £10k. This would need to be considered.

*RESOLVED* that the JOINT COMMITTEE adopt the NEPP Business Plan for 2024/25.

## **167. Traffic Regulation Order Update and Application Decision Report**

Mr Malcolm Ireland attended and, with permission of the Chair, addressed the Joint Committee to speak in support of the potential Traffic Regulation Order [TRO] T23516631, regarding The Street, Takeley. Mr Ireland stated that 80% of residents, and the local parish council, were in favour of this scheme, and argued that this was the only way to prevent fly-parking by airport users. Mr Ireland noted the

recommendation for rejection of the proposed scheme, in context that the NEPP scoring for this TRO matched the score given to other schemes which were then recommended for approval. Mr Ireland described the regular problems caused by fly-parking, which were serious and constant every day in Summer and during holidays, and were experienced at other times also. Cars were parked and then left for weeks on The Street. Mr Ireland argued that the proposed scheme would generate regular income for the NEPP and offered funding for this scheme from local sources. Mr Ireland emphasised the isolated nature of the area, with nowhere else nearby to park.

The Chair thanked Mr Malcolm for his statement and asked the Joint Committee representative from Uttlesford District Council to respond. Councillor Hargreaves thanked Mr Ireland for attending and explained Uttlesford District Council's ongoing work, including the engaging of consultants, to look at fly parking across the whole area. The Council's view was that the problem should be looked at across the area, rather than in just the single street, where a TRO being introduced would likely move the problem elsewhere. A solution was being sought for the whole area, which was why Uttlesford District Council was not supporting the potential TRO in favour of which Mr Ireland had spoken. Cost of scheme was not at issue, and it was noted by Councillor Hargreaves that it was not possible for residents to buy parking schemes.

Another Committee member asked if there was an alternative to rejecting the TRO in question, such as approval for now, followed by review when a wider solution was proposed. Concern was shown for the residents who were dealing with the problems of fly parking. The Chair suggested that a decision on this TRO proposal be deferred.

Jason Butcher, Group Development Manager, gave the background to this report, and the consideration of it at the previous meeting of the Joint Committee. TRO applications were now split into self-financing and non-self-financing. The report now indicated where TROs were expected to generate immediate payback. The approach taken to junction protection was outlined. Each scheme included a cost estimate. It was explained that the general approach in the past had been for the Joint Committee to ratify the recommendations put forward by each NEPP partner authority, but that the Joint Committee could go against these if it wished so to do.

The Joint Committee representative for Braintree District Council asked whether the timings relating to overnight parking availability for proposal T11992100 could be altered to 6pm until 8am, with the potential for charging bays to be used at that location. The Group Development Manager gave assurance that the timings could be amended, and that consultation would take place as to these, were the scheme to be approved.

The Joint Committee representative for Braintree District Council described proposal T13349033, which did not meet the scoring criteria of the NEPP, as being a measure which would ease movement of traffic into Halstead along the A131. The Group Development Manager noted that there had been suggestions of local funding for

this proposal, as it had scored zero against the NEPP's criteria and would be against the NEPP's scoring policy. Ultimately, it was for the Joint Committee to decide if it wished to support the scheme. The representative for Braintree District Council suggested that he would be happy to ask Halstead Town Council for a financial contribution, if the Joint Committee were to approve the proposal in principle and subject to the sourcing of funding. The Group Development Manager explained that any proposed TRO schemes which were to be funded locally would not need Joint Committee approval, and proposed that this be dealt with outside of the Joint Committee meeting.

*RESOLVED* that the JOINT COMMITTEE: -

- a) Agrees to budget for any prioritised schemes within the 2024/25 financial year budget, in the absence of any surplus funds.
- b) Prioritises proposed Traffic Regulation Order schemes from the applications that have been received by the North Essex Parking Partnership, with the exception of proposals T23516631 and T13349033
- c) Notes that any applications that are "Approved" may not become sealed Traffic Regulation Orders. Any proposal will need to be advertised and any objections made during the formal consultation process considered before a Traffic Regulation Order is made.
- d) Notes that applications that have been received but do not meet the new NEPP scoring criteria are shown in Appendix C.
- e) Notes the new schemes NEPP has introduced in 2023, in Appendix D.

Following these resolutions, Owen Howell, Clerk to the Joint Committee, informed the Panel that a statement should have been read out prior to consideration of this item, having been received from Mr Geoff Smith in regard to proposal T15499454, for The Summit Loughton. The statement was then read out, outlining local objections to the lack of detail in the scheme description, and concern that lines proposed for the junctions and the possibility that these might be extended to run outside residents' properties. Mr Smith noted residents' intention to request a meeting with councillors directly involved in parking matters in the Epping Forest area, to review the issues at The Summit, including school staff parking in the road and safety issues of emergency vehicle access.

The Group Development Manager explained that a number of proposals had been made for that location in the past, and that a slightly different scheme had been put forward at the Joint Committee meeting in November 2023. The Group Development Manager suggested that the statement received might have come from a lack of clarity about the proposal. Proposed red route lines were proposed for junctions in order to assist access.

Amelia Hoke, Leisure and Parking Manager for Epping Forest District Council, confirmed that she was happy to take the proposals to local residents to consult with them and use this to set out details that would produce a scheme with which the residents could be happy.

### **168. Additional On-Street Paid parking**

Jason Butcher, Group Development Manager, explained the income-generation aspects of the proposals, and explained how the NEPP would account for any shortfalls caused by the rejection of any of the proposed additional sites for on-street paid parking. The measures were intended to assist traffic management and shift parking behaviours to favour off-street parking and away from on-street parking. Tariffs would be set aligned, but slightly higher (around 20p higher), than local off-street parking options. The Joint Committee would be asked to conduct an annual review of on-street parking tariffs, mindful of each authority's off-street orders and tariffs.

The Group Development Manager was asked whether local elected members of Essex County Council had been consulted about the proposals. The importance of local consultations was stressed. The Group Development Manager explained that these were currently officer recommendations, and that consultations would be carried out if the Joint Committee was minded to approve the recommended decisions contained within the report. The statutory process was in place to protect residents' rights to object. Consultation on all possible schemes prior to Joint Committee consideration would involve a huge amount of work. Joint Committee members stressed the importance of encouraging residents to respond to consultations, and a note of caution was sounded that it was hard to stop a scheme going ahead once it had got to the stage of formal consultation.

The Joint Committee discussed what would need to be done if some schemes did not go ahead, and projected income reduced. Richard Walker, Head of Parking, explained the cost of operations relating to TROs and the need for transformations in the service, noting that the more the NEPP reduced in size and scope, the greater reduction there would be in the work that could be done.

In light of income assumptions factored into the 2024-25 Budget, caution was urged by a Committee member that the decisions should be taken in a way that made clear there was no predetermination, and that decisions should not be made purely because they were financially driven. An informal consultation, prior to decision, was suggested by a Committee member. The Head of Parking explained that there would always, by necessity, be assumptions made within budgets as to what the organisation wished to achieve. If the income projected from the measures under discussion was not forthcoming, then other ways would need to be sought to increase income or reduce costs. Andrew Small, Colchester Section 151 Officer, confirmed that budgets all showed a set of assumptions, being a financial plan as to

what an organisation intended to do. The Budget did not commit the NEPP to specific actions, but was a statement of intent.

The Joint Committee considered the delay in resolving the matter under consideration. A Committee member urged that it be set out, in the Joint Committee resolution, that any schemes, where substantial local objections were received, be pulled out and discussed with the relevant Joint Committee partner before either going ahead or being cancelled.

The Group Development Manager was asked from where the recommendations originated, and informed the Joint Committee that some came from the local authority covering the area, and others had been put forward by NEPP officers. Some partners did not have any on-street pay-for parking contained within the report, as they were currently undergoing parking reviews. The Group Development Manager added that local support had been received for the proposed sites in Harlow. It would be for the Joint Committee to decide whether to approve the recommendations at this point, or direct that informal consultation first be carried out. A Committee member argued that consultation would give a safety net, with any objections then able to be considered in the decision making process. The Group Development Manager outlined the different forms that informal consultations could take. A Joint Committee member then recommended that the decision be approved at this meeting, so that formal consultations could then be carried out.

The Chair agreed with the view that the agenda items would have been ordered better, for this item to be considered prior to the Budget proposed, but accepted the explanation concerning the budget assumptions made. Assurance had been provided that residents would be consulted in the process, and that it would be included in the resolutions that robust local consultations would be advertised and carried out. The Group Development Manager agreed that measures could be added to include this as part of the consultations. The Joint Committee discussed how best to advertise consultations, with one view being that the NEPP should carry this out, but others being that the local councils should also take part in advertising consultations, as residents were more likely to follow social media of, and have contact with, their local council, as opposed to the NEPP.

A Joint Committee member pointed out that consultations would be guaranteed to produce a lot of objections, as no-one would want increases in parking costs. Useful responses would need to be identified. It was possible that there could be the perception that the proposed measures were an example of Colchester City Council imposing things on local residents, so the local councils would need to advertise the consultations and clarify that these were a joint action between the council in question and the NEPP.

The Head of Parking emphasised that the decision under consideration was policy based, with the preferred way to manage kerbside parking being to use pay-for schemes. The alternative was to use the difficult and costly method of recording



vehicles parked, then patrolling later to show overstays and issue parking charge notices where necessary. Financing was always an issue, but the policy was for successful management of on-street parking, with an aim of shifting drivers to off-street parking where possible.

The Chair requested that details of the communication and consultation work to be carried out be provided to the Joint Committee.

*RESOLVED* that the JOINT COMMITTEE: -

- a) Approves the advertising of additional on-street paid parking sites across the Partnership area, as outlined in the report and to include letter drops and communications to raise awareness amongst residents
- b) Agrees that pay-to-park charges will be reviewed by inflation annually and keep ahead of car park fees locally by at least 20p in each band.
- c) Agrees to review Resident Parking and other fees and charges by inflation annually.
- d) If necessary, delegates the making of these Orders to the Chair and Head of Service.

#### **169. Obstructive Parking update**

Richard Walker, Group Manager, confirmed that there had been no progress made by Government on this issue.

#### **170. Forward Plan 2023-2024**

*RESOLVED* that the Forward Plan for 2023-24, and the meeting dates for 2024-25, be approved.





# North Essex Parking Partnership

## Joint Parking Committee

Meeting Date:	21 March 2024
Title:	NEPP Financial Update (including the Month 11 forecast for 2023/24 and the draft budget 2024/25)
Author:	Chris Hartgrove FCCA – Service Director of Finance (Deputy Section 151 Officer) Andrew Small CPFA – Director of Finance (Section 151 Officer)
Presented by:	Chris Hartgrove, Deputy Section 151 Officer

This report updates Members on the North Essex Parking Partnership's finances.

### 1. Recommended Decisions

- 1.1. To note the forecast outturn for 2023/24 as of 28th February 2024 (Month 11); and
- 1.2. To note the projected impact on the Parking Reserve balance.

### 2. Reasons for Recommended Decisions

- 2.1. To achieve good practice governance in terms of monitoring and controlling in-year expenditure and setting a sustainable budget for the year ahead that supports the future delivery of the Partnership's objectives, whilst balancing the long-term financial sustainability of the NEPP and mitigating the financial risk exposure of partner councils.

### 3. Background and Introduction

- 3.1. The 2022/23 financial year proved extremely challenging for the NEPP with a budget overspend eventually resulting in a year-end deficit of £160,000 on the NEPP Reserve, which is £560,000 short of the recommended minimum Reserve balance of £400,000 contained within the adopted NEPP Agreement.
- 3.2. This report updates the Committee on:
  - Progress against the 2023/24 budget, including the projected year-end position for 31st March 2024; and
  - The projected impact on the NEPP Reserve balance, including the impact of the draft Budget for 2024/25 (adopted by the Committee on 1st February 2024).

#### 4. Financial Review Progress

- 4.1. The ongoing review of the NEPP finances by the Colchester City Council (Section 151) team, including its long-term financial sustainability, is an iterative process. The outcome from the 'first stage review' was reported to the Committee on 1st February 2024.
- 4.2. This established a robust forecast outturn for 2023/24 (as at Month 9) and a sustainable draft budget for 2024/25 and reflected a reset of some previous financial assumptions, most notably on **Management Time Allocations** (in the light of managerial changes within Colchester City Council that took effect in 2023/24), the **Provision for Bad Debts** (with the inclusion of a budget assumption in 2024/25 for the first time), and the **2024/25 Budget** (with assumptions consistent with Colchester City Council budgets, and reflecting estimated cost reductions achievable from the planned service restructure).
- 4.3. At the time of drafting this report (13th March 2024), the detailed outcome of the service restructure is still awaited (with the statutory consultation period scheduled to close on 15th March 2024). The outcome will provide further clarity in financial reporting (including analyses of the finances broken down by partner districts) and a longer-term (5-year) financial view in the form of a Medium-Term Financial Plan (MTFP); it is anticipated that both elements will be reflected in an updated Financial Report to the Committee at its meeting on 23rd June 2024.

#### 5. Forecast Outturn 2023/24 (Month 11)

- 5.1. The forecast outturn position for 2023/24 as of 28th February 2024 (Month 11), presented in **Appendix A**, shows a year-end forecast surplus of £85,000. If this materialises, the deficit on the NEPP Reserve would reduce to £75,000.
- 5.2. The forecast net surplus of £85,000 is derived from a projected surplus of £131,000 on Expenditure outweighing a projected shortfall in Income of £46,000. The most notable factors are:
  - **Civil Enforcement Officers & Supervision (Expenditure impact £135,000 Positive)** – projected savings of £135,000 are expected to accrue due to vacant posts previously held within the Civil Enforcement Officer (CEO) team (although several vacancies have been filled)
  - **Bad Debts (Expenditure impact £122,000 Negative)** – contributions to the Bad Debt Provision (BDP) have previously not been budgeted before with adjustments treated as a year-end adjustment. Provision has now been made in the 2024/25 budget; the 2023/24 forecast variance primarily reflects 2023/24 (zero) budget provision and has increased compared to Months 9 and 10 forecasts as more PCNs are now being issued following the successful recruitment of additional CEOs; and
  - **Parking Charges (inc. Pay & Display) (Income impact £150,000 Negative)** – this budget line includes a range of other miscellaneous income items in addition to core income streams such as Pay and Display charges. There are two significant variances that dominate. Firstly, the 2023/24 budget assumed that the NEPP would receive £107,000 from Essex County Council in respect of expanding the "Park Safe" school camera scheme; this has not come to fruition as expected. And secondly, additional parking consultancy income of £60,000 was assumed in the budget from additional events (e.g. Ride London), which has not been realised.

## 6. Budget 2024/25

- 6.1. The 2024/25 budget – presented to, and adopted by, the Committee, on 1st February 2024 is also presented in **Appendix A** (for illustration only). It comprises planned Expenditure of £3.628 million (£3,198,000 Direct + £430,000 Indirect) outweighed by planned/forecast Income of £3.734 million, which results in budgeted surplus of £106,000. If this materialises (as well as the Month 11 forecast), the deficit on the NEPP Reserve would be eliminated, with a surplus of £30,000 expected to emerge by 31st March 2025.

## 7. NEPP Reserve Movements/Balance

- 7.1. As explained above in Sections 5 and 6, and summarised in **Appendix A**, the NEPP Reserve is currently expected to return to a positive balance by 31st March 2025.
- 7.2. A further update, reflecting the position as of 31st March 2024 (Month 12/Outturn), will be presented to the Committee on 23rd June 2024.

## 8. Risks

- 8.1. The consideration of risk forms a key part of the development of this report. As reported to the Committee on 1st February 2024, the Budget is based on a series of estimates and assumptions that are informed by a range of intelligence sources (some certain, some uncertain). Two risks are noteworthy:
- **2024/25 Pay Award** – a 3.0% Pay Award has been assumed for 2024/25 in line with the Colchester City Council assumption on inflation. Pay Settlements have exceeded budget provision for the last two years (and have taken the form of a fixed sum for all pay grades, rather than a set percentage of pay). There is no intelligence at this stage to suggest the current budget assumption is inadequate. However, further contingency plans will be considered and presented to Committee as further information becomes available; and
  - **Bad Debt Provision (BDP)** – as reported to the Committee on 1st February 2024, the contribution to the BDP is a potentially volatile expenditure item that has not been previously budgeted for. Further analysis on the collectability of PCNs is to be undertaken by the Finance team in the coming weeks.

## 9. Standard References

- 9.1 North Essex Parking Partnership (NEPP) Joint Committee Agreement (2022).

## NEPP Financial Update (Month 11)

2023/24

North Essex Parking Partnership (NEPP)										
2023/24 Budget Forecast										
28th February 2024 (Month 11)										
	2023/24						2024/25			
	Budget (Full Year)	Budget (Profiled Month 11)	Actual Spending (Month 11)	Variance (Month 11)	Forecast Outturn (31 March 2024)	Variance	Budget (Committee 01/02/24)	Budget to Budget Variance		
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's		
<b>Expenditure</b>										
<i>Employee Costs (Direct)</i>										
Management	202	188	140	- 48	150	- 52	133	- 55		
CEOs & Supervision	1,408	1,284	1,153	- 130	1,272	- 135	1,724	- 441		
Back Office	419	384	379	- 4	412	- 7	389	- 5		
Business Development	132	126	98	- 28	105	- 27	-	- 126		
Data Led Services	342	312	332	20	353	11	-	- 312		
TRO's	180	165	162	- 3	175	- 6	282	- 117		
<i>Other Costs (Direct)</i>										
Premises / TRO Maintenance costs	143	63	103	41	118	- 25	68	- 6		
Transport costs (running costs)	29	26	66	40	68	- 39	48	- 22		
Supplies & Services	506	448	395	- 52	459	- 47	452	- 5		
Third Party Payments	38	34	24	- 10	34	- 4	30	- 4		
Bad Debts	-	-	-	-	122	122	70	- 70		
	<b>3,398</b>	<b>3,030</b>	<b>2,853</b>	- 177	<b>3,268</b>	- 131	<b>3,198</b>	- 168		
<b>Income</b>										
Penalty Charges (PCNs)	- 2,258	- 2,062	- 1,772	290	- 2,273	15	- 2,100	- 38		
Fines (Blue Badge/Permits)	- 25	- 23	-	23	-	25	-	- 23		
Parking Permits/Season Tickets	- 943	- 864	- 937	- 73	- 1,011	- 68	- 1,037	- 173		
Parking Charges (P&D etc)	- 584	- 535	- 399	136	- 433	150	- 536	- 1		
Other income	- 43	- 48	- 73	25	- 90	- 47	- 62	- 13		
	<b>- 3,853</b>	<b>- 3,533</b>	<b>- 3,181</b>	<b>351</b>	<b>- 3,807</b>	<b>46</b>	<b>- 3,734</b>	<b>- 202</b>		
<b>DIRECT COSTS (NET)</b>	<b>- 454</b>	<b>- 502</b>	<b>- 328</b>	<b>174</b>	<b>- 539</b>	<b>- 85</b>	<b>- 536</b>	<b>- 34</b>		
<b>CORPORATE OVERHEADS (INDIRECT)*</b>	<b>455</b>	<b>417</b>	<b>417</b>	<b>-</b>	<b>455</b>	<b>0</b>	<b>430</b>	<b>13</b>		
<b>TOTAL COSTS</b>	<b>0</b>	<b>- 85</b>	<b>89</b>	<b>174</b>	<b>- 85</b>	<b>- 85</b>	<b>- 106</b>	<b>- 20</b>		
<i>*Note - Corporate Overheads pro rated for illustration (e.g. 11/12 at Month 11)</i>										
<b>Forecast Movement on NEPP Reserve</b>										
	<b>£000's</b>									
Opening Balance 01/03/23 (Actual B/Fwd.)	<b>160</b>	<b>Deficit</b>								
Budgeted Contribution 2023/24	0									
Month 11 Forecast (2023/24)	- 85									
<b>Balance 31/03/24 (Month 11 Forecast)</b>	<b>75</b>	<b>Deficit</b>								
Opening Balance 01/03/24 (Forecast B/Fwd.)	<b>75</b>	<b>Deficit</b>								
Budgeted Contribution 2024/25	- 106									
<b>Balance 31/03/25</b>	<b>- 30</b>	<b>Surplus</b>								



# North Essex Parking Partnership

Meeting Date: 21 March 2024  
Title: On-Street Paid parking – Forward Plan  
Author: Jason Butcher – Group Development Manager  
Presented by: Richard Walker – Head of Parking

To consider the forward plan for delivering on-street paid parking at new locations, following the decision made at the February Joint Committee meeting.

## 1. Recommended Decision(s)

- 1.1 The Joint Committee is requested to:
- a) Note the previous decisions made at the last meeting and the subsequent 'call-in' resolution requirements as detailed within the report.
  - b) Agree the proposed timeline outlined in Appendix A, noting the required engagement with local District/City/County Members, and enhanced formal consultation plan to be developed.
  - c) Agree the prioritisation of sites/districts as outlined in Appendix B.

## 2. Reasons for Recommended Decision(s)

- 2.1. To formalise and implement the 'call-in' resolutions.
- 2.2. To enable NEPP officers to begin the process for introducing additional on-street paid parking sites, with clear direction on how to proceed.
- 2.3. To ensure that the NEPP is applying sound financial and risk management.

## 3. Alternative Options

- 3.1. The NEPP Joint Committee proposes an alternative prioritisation of sites/districts and/or an alternative timeline.

## 4. 'Call-in' Resolution and Consultation

- 4.1. The minutes of the previous Joint Committee meeting outline the decisions made by the committee in relation to paid parking sites in Colchester, Braintree, Harlow, and Epping Forest Districts.
- 4.2. These decisions were subject to a 'call-in' by Essex County Council Members which resulted in an informal meeting being held on 22 February 2024.

4.3. There was a resolution at this meeting that meant that the 'call-in' was withdrawn with some conditions as noted below.

4.4. The first condition stated that:

*"A report will go to the next meeting of the Joint Parking Committee (JPC) on 21 March 2024 confirming the following in relation to the Additional On-Street Parking schemes discussed at the 1 February 2024 meeting:*

*No final decision has been taken on whether any of the identified schemes will be implemented as this cannot be the case prior to statutory consultation. This is supported by the Minutes of the Joint Parking Committee (JPC) meeting held on 1 February 2024."*

4.5. It is confirmed that no final decision on whether schemes will be implemented has already been made – as this is dependent on the outcome of the statutory process for new Traffic Regulation Orders.

4.6. The second condition states:

*"There will be enhanced consultation on these schemes (including with county councillors) prior to the statutory consultation with the results reported to the JPC before a final decision is taken as to whether any of the schemes proceed to statutory consultation."*

## **5. Enhanced Consultation**

5.1. It is confirmed that there will be an enhanced consultation on these schemes at the appropriate stage, and it is proposed that this will constitute the following:

- An initial meeting with each affected district or city Client Officer, Joint Committee Member, any relevant district or city Ward Members, the respective Essex County Council Members, any other relevant district and NEPP officers. This meeting will be held to establish key stakeholders and to review several design options for each site.
- Once key stakeholders are identified and a provisional design is agreed, it will need to be determined whether any further informal consultation is required. If so, this will need to be agreed between Members and Officers with a clear purpose for the consultation, bearing in mind a statutory formal consultation must also occur.
- If no further informal consultation is deemed necessary, scheme design will be refined and shared with officers and members for their agreement prior to presentation back to the Joint Committee.
- A report will be presented back to the next available Joint Committee meeting, with evidence gathered from the enhanced consultation, to enable the Committee to either amend, approve, defer or reject the sites/schemes prior to formal advertisement and the formal consultation this enables.

5.2. It is worth noting that informal consultations can take up a significant amount of resource, so it is suggested that the scope and purpose is carefully considered so that it is proportionate and high quality. Experience of informal consultations within NEPP and our partner districts has shown that they have limited success and can often lead to respondents simply stating they don't wish to pay to park. This is not necessarily a reason not to introduce paid parking and it's worth noting that each district charges to park in its own off-street car parks.



## **6. Formal Consultation**

- 6.1. Statutory formal consultation last for 21 days from date of advertising and as there is a requirement for this to be 'enhanced' beyond the statutory requirements, this will include the following:
- Notice in paper (statutory)
  - Notices and maps on street furniture (statutory)
  - Notices to be displayed by the district in locations of their choosing.
  - Notice on NEPP website (alongside specific FAQs and further details)
  - Hand delivered copies of notice and maps (where required)
  - Write to all statutory consultees – these are Members, Town/Parish Councils, Emergency Services, Freight Transport Association (+), Bus Services, LHPs, any other key stakeholders identified.
  - District-led communications (social media, website, etc)
- 6.2. Objections to the advertised scheme can be made via TraffWeb; email; write; response form on NEPP website.

## **7. Prioritisation**

- 7.1. The proposed prioritisation of sites is outlined in Appendix A. This shows an initial focus on sites in the Epping Forest District, followed by those in Colchester. This is due to there being a high level of support already obtained for paid parking in Epping. The introduction of paid parking in Colchester will help support off-street car park works by enabling access to additional locations for long-stay parking.
- 7.2. If/when these schemes are delivered, the focus would shift to those schemes in Harlow District with those in the Braintree District to follow.
- 7.3. The indicative project timeline can be found in Appendix B. This assumes informal consultations will have been conducted prior to the relevant Joint Committee meetings but is subject to change if there are any substantial delays in this process.

## **8. Finance**

- 8.1. To achieve a balanced budget for 24/25 Financial Year, the modelled income from these proposed schemes has been included within the 24/25 financial year budget, using indicative tariffs for each location.
- 8.2. The tariffs for each location are to be discussed and considered during the design stage, prior to advertising each scheme, however Appendix C includes the projected income from the modelled indicative tariffs presented in the Joint Committee meeting report in February. This report can be found in the agenda here - <https://north.parkingpartnership.org/wp-content/uploads/2024/01/NEPP-Joint-Committee-Agenda-1-February-2024.pdf>.
- 8.3. A significant delay to the implementation of these schemes will therefore impact the budget. This will depend on which schemes are delivered and when, however if any schemes do not proceed, it will be necessary to monitor and mitigate this reduced income 'in-year'.

8.4. A updated anticipated income for each scheme can be presented to the Joint Committee at the relevant meeting where it is decided whether the scheme should proceed to formal advertising or not.

## **9. Communication Plan**

9.1. A communication plan will be developed and agreed in conjunction with the relevant partner district or city council and their respective Communications Team. This will include communications for both informal and formal consultations, acknowledging there are some statutory requirements for the formal consultation that would set the minimum level of communications – including advertisement in the local newspaper and notices displayed on lamp columns within the affected area.

## **10. Standard References**

10.1. There are no particular references to the Development Plan; publicity considerations; community safety; health and safety implications.

## **11. Equality**

8.1 An Equality Impact Assessment has been carried out and will be published on the Colchester City Council website and/or the NEPP website. This is available to view in the interim, on request.

## **12. Appendices**

Appendix A: Site/District Prioritisation

Appendix B: Proposed Timeline

## Appendix A – Indicative Timeline

Authority Area	Initial Meeting with District/ECC Members and Officers	Further enhanced informal consultation	Joint Committee Meeting for Decision	Formal Advertising
Epping Forest	w/c. 08 April 2024	TBC (if needed)	20 June 2024	July 2024
Colchester	w/c. 08 April 2024	TBC (if needed)	20 June 2024	July 2024
Harlow	w/c. 24 June 2024	TBC (if needed)	November JPC (date TBC)	December 24/January 25
Braintree	w/c. 24 June 2024	TBC (if needed)	November JPC (date TBC)	December 24/January 25

## Appendix B – Site/District Prioritisation

Authority Area	Site for Consideration	Meeting for Consideration
<b>Epping Forest</b>	Hartland Road and Upper Kendal Road, Epping	June 2024
	Lower Kendal Road, Epping	
	Station Road, Loughton	
	Traps Hill, Loughton	
<b>Colchester</b>	Clarendon Way	June 2024
	Middleborough	
	Oxford Road	
	Kendal Avenue and Military Road	
	St Johns Green	
	Brook Street, Dedham	
<b>Harlow</b>	Post Office Road	October 2024
	Station Approach	
	Westgate	
	Wych Elm	
<b>Braintree</b>	The Causeway, Bocking End	December 2024
	High Street and The Centre, Halstead	
	Newland Street, Witham	

## Appendix C – Income Projections

The introduction of paid parking is fundamentally to manage traffic and encourage appropriate use of off-street car parks for stays, and to manage the kerbside and reduce circulation of vehicles looking for parking by ensuring turnover of space.

There will also be savings in patrol times due to the reducing burden on officers having to return and check any limited waiting has not exceeded the time – which is a task completed by inspection. With a ticketed operation, the checks need only be made once, thus freeing up staff time to carry out other duties in a timely manner.

The projected income from these sites is as follows: –

Location	(£) Average estimate	(£) Higher Estimate
1 - Clarendon Way	11,254	12,536
2 - Middleborough	2,655	2,908
3 - Oxford Road	5,782	6,443
4 - Brook Street Dedham	3,016	3,107
5 - Kendal Avenue and Miliary Road	15,859	17,527
6 - St Johns Green Colchester	11,993	12,927
7 - High Street and The Centre Halstead	19,435	20,880
8 - The Causeway Bocking End	6,999	7,231
9 - Newland Street Witham	9,965	11,106
10 - Hartland Road and Upper Kendal Road	69,094	73,787
11 - Lower Kendal Road	15,259	16,784
12 - Traps Hill Loughton	3,901	4,123
13 - Station Road Loughton	17,981	18,094
14 - Post Office Road	931	959
15 - Westgate	2,409	2,884
16 - Wych Elm	3,531	3,637
17 - Station Approach	3,531	3,637

**Total c. £140k income after cost of transactions** (or **£190k** at the higher rate), with startup costs of around £25k taken out.

A by-product of implementing a charging regime appropriate to the area is also an income.





# North Essex Parking Partnership

## Joint Parking Committee

Meeting Date:	March 2024
Title:	Update on National Parking Initiatives
Author:	Richard Walker, Head of Service
Presented by:	Richard Walker

This report sets out and provides background and further resources for a number of upcoming National Parking Initiatives.

### 1. Recommended Decision(s)

- 1.1. To note the following National Parking Initiatives, and progress, as follows:
  - The National Parking Platform (NPP)
  - The Digital Traffic Regulation Order Project (DTRO)
  - The National Persistent Evaders' Database (NPED)
  - Footway Parking Obstruction
- 1.2. To decide to :
  - a) lodge an interest in the National Parking Platform
  - b) take steps to provide data for the Digital Traffic Regulation Order process
  - c) join the National Persistent Evaders' Database
  - d) receive updates on the Footway Parking topic only by exception in future

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

- 2.1. For good governance and to ensure the effective future operation of the Partnership.
- 2.2. To maintain compliance with best practice, guidance, and legislation.

### 3. Background

- 3.1. The Government in its Plan for Drivers established the National Parking Platform and invited local authorities to show an interest in joining the scheme. Further details were circulated to Client Officers at the end of October 2023.
- 3.2. This Platform would enable motorists to use any parking app in any car park nationally, with future enhancements to link up Electric vehicle charging and payment, and permit payments in to any providers' phone app.
- 3.3. The Digital Traffic Regulation Order project aims to make things easier for motorists by publishing all of the digital traffic regulations in one place, enabling these to be picked up by in-car satellite navigation devices to show where motorists can park on vehicle screens, and support a move to automated and autonomous vehicles by allowing them to know where they can and cannot stop, wait and park.

- 3.4. The Department for Transport is encouraging all local authorities to have their Traffic Regulations mapped and join the scheme. NEPP Regulations were digitally mapped and consolidated several years ago and are ready for this process.
- 3.5. The National Persistent Evaders' Database looks to combine data about vehicles which are being used on the highway when they are not compliant, such as vehicles with no keeper details at DVLA, vehicles which are untaxed, being without an MoT, being used when uninsured, being used when declared SORN (off road declaration), foreign vehicles being used for longer than permitted without registration, cloned vehicles and those with more than three Penalty Charge Notices and/or outstanding warrants for collection of parking enforcement debt.
- 3.6. The database aims to improve the quality of data in the DVLA database, give local authorities an indication of persistent evaders to combine and reduce unnecessary enforcement activity, and the police more joined up information about evading vehicles.
- 3.7. There remains no further news on the Government response to the Footway Parking Consultation, with options for decriminalising the obstruction of footways, which was concluded on 22 November 2020.
- 3.8. It is proposed to remove this item from the Forward Plan until there is further progress to report.

#### **4. Further Information**

- 4.1. It is likely that the Department for Transport will have a viable national product during 2024. More information is available at [Home - \(npp.org.uk\)](https://www.npp.org.uk)
- 4.2. The Digital Traffic Regulation Order process expects to have moved from its alpha stage to a viable platform in 2024. More information is available at [Traffic regulation orders – government response part 1 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/traffic-regulation-orders)
- 4.3. The National Parking Platform is a product and a service. More information is available here: [NPED - National Persistent Evader Database](https://www.nped.gov.uk)
- 4.4. The Footway Parking Consultation ended in 2020. More details are available here: [Pavement parking: options for change - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/pavement-parking-options-for-change)
- 4.5. All initiatives would operate under data-sharing agreements.

#### **5. Finances**

- 5.1. Costs of c.£20k may be expected to cover the requirements and will be taken from the Court Fees budget which already exists (£120k, increased from £100k last year), with some additional savings expected from the NPED process when set up.

#### **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 NEPP Policies is set out at this link: <https://cbccrmdata.blob.core.windows.net/noteattachment/CBC-Our-Council-EqIA-NEPP-EqIA%20NEPP%202021.pdf>





# North Essex Parking Partnership

Meeting Date: 21 March 2024  
Title: **Forward Plan 2024-2025**  
Author: Owen Howell – Democratic Services, Colchester City Council  
Presented by: Owen Howell – Democratic Services, Colchester City Council

This report concerns the 2024-25 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 2024-25.
- 1.2 To decide whether to move to an exception reporting approach regarding Obstructive Parking updates, rather than having an agenda item on this subject for each agenda. A reports would then be brought before the Joint Committee only when there was progress by Government to report.

## 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. Additional items can be added at the Joint Committee's request, and when issues which arise during the year require consideration by the Joint Committee.

## 4. Appendices

- 6.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2024-25.



**NORTH ESSEX PARKING PARTNERSHIP (NEPP)  
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2024-25**

<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>	6 June 2024, 10am  Microsoft Teams - online	20 June 2024 1.00pm,  Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit	Hayley McGrath (CCC)
			Annual Review of Risk Management	Hayley McGrath (CCC)
			NEPP Financial Update	Richard Walker (PP)/ Chris Hartgrove (CCC)
			Fees and Charges 2024/25*	Richard Walker (PP)
			Whether to cease camera operations or how to make savings*	Jake England (PP)
			Obstructive Parking Update	Richard Walker (PP)
Forward Plan 2024/25	Owen Howell (CCC)			
<b>Joint Committee for On Street Parking</b>	31 October 2024, 10am  Microsoft Teams - online.	14 November 2024 1.00pm,  Venue: Uttlesford District Council's offices (CB11 4ER)	Technical report & Traffic Order Regulation Prioritisation	TBC (PP)
			Financial Report	Richard Walker (PP)/ Chris Hartgrove (CCC)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan 2024/25	Owen Howell (CCC)
<b>Joint Committee for On Street Parking</b>	9 January 2025 – 10am  Microsoft Teams - online	23 January 2025 1.00pm Venue: Braintree District Council's offices (CM7 9HB)	NEPP Financial Update	Richard Walker (PP)/ Chris Hartgrove (CCC)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan 2024/25 and 2025/26 Dates	Owen Howell (CCC)

<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>	6 March 2025, 10am	20 March 2025 1.00pm,	NEPP Financial Update	Richard Walker (PP)/ Chris Hartgrove (CCC)
	Microsoft Teams - online	Venue: Clacton Town Hall (CO15 1SE)	Obstructive Parking Update	Richard Walker (PP)
			Forward Plan 2024/25	Owen Howell (CCC)
<b>Joint Committee for On Street Parking</b>	5 June 2025, 10am	19 June 2025 1.00pm,	Annual Governance Review and Internal Audit	Hayley McGrath (CCC)
	Microsoft Teams - online	Venue: Colchester Town Hall, High Street, Colchester	Annual Review of Risk Management	Hayley McGrath (CCC)
			NEPP Financial Update	Richard Walker (PP)/ Chris Hartgrove (CCC)
			Obstructive Parking Update	Richard Walker (PP)
			Forward Plan 2025/26	Owen Howell (CCC)

**NB: Items marked with an asterisk are being provisionally scheduled, but may need to come to a later meeting in the calendar.**

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