



North Essex Parking Partnership

Joint Committee On-Street Parking

Braintree District Council Offices,
Causeway House, Bocking End,
Braintree CM7 9HB

20 March 2025 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, 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

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 20 March 2025. Meeting to be held at
Causeway House, Bocking End, Braintree CM7 9HB

Agenda

Attendees

Executive Members:-

Cllr Mick Barry (Tendring)
Cllr Graham Butland (Braintree)
Cllr Martin Goss (Colchester)
Cllr Neil Hargreaves (Uttlesford)
Cllr Paul Honeywood (Essex) [Chair]
Cllr Nicky Purse (Harlow)
Cllr Ken Williamson (Epping Forest)

Officers:-

Paul Atkinson (Colchester)
Megan David (Tendring)
Trevor Degville (Parking Partnership)
Jo Heynes (Essex County Council)
Amelia Hoke (Epping Forest)
Owen Howell (Colchester)
Dean James (Harlow)
Sarah Lewin (Uttlesford)
Esme McCambridge (Braintree)
Andrew Nepean (Tendring)
Charlotte Paine (Braintree)
Mel Rundle (Colchester)
Richard Walker (Parking Partnership)

Introduced by Page

1. Welcome & Introductions

2. Apologies and Substitutions

3. Declarations of Interest

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.

4. Have Your Say

The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter, or to present a petition.

5. Minutes

To approve as a correct record the draft minutes of the Joint Committee meeting held on 21 March 2024.

7-16

6. Urgent Items

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

Continues overleaf

North Essex Parking Partnership

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|---|------------------------|--------------|
| 7. NEPP Financial Update
This report updates Members on the North Essex Parking Partnership's finances and asks Members to approve the Budget for 2025-26 | Paul Atkinson | 17-20 |
| 8. NEPP Business Plan
This report summarises the contents of the NEPP Business Plan | Richard Walker | 21-34 |
| 9 Agreement Wording Amendments update
A verbal update on work to seek changes to the NEPP Agreement. | Cllr Hargreaves | N/A |
| 10. Forward Plan 2024-2025
This report concerns the 2024-25 Forward Plan of meetings for the North Essex Parking Partnership. | Owen Howell | 35-40 |

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

**23 January 2025 at 1.00pm
Town Hall, High Street, Colchester CO1 1PJ**

Members Present:

Councillor Mick Barry (Tendring District Council)
Councillor Graham Butland (Braintree District Council)
Councillor Martin Goss (Colchester City Council)
Councillor Neil Hargreaves (Uttlesford District Council)
Councillor Paul Honeywood (Essex County Council)
Councillor Nicky Purse (Harlow District Council)
Councillor Ken Williamson (Epping Forest District Council)

Substitutions:

None.

Apologies:

None.

Also Present:

Trevor Degville (Parking Partnership)
Jake England (Parking Partnership)
Chris Hartgrove (Colchester City Council)
Amelia Hoke (Epping Forest District Council)
Owen Howell (Colchester City Council)
Dean James (Harlow District Council)
Sarah Lewin (Uttlesford District Council)
Esme McCambridge (Braintree District Council)
Andrew Nepean (Tendring District Council)
Mel Rundle (Colchester City Council)
Richard Walker (Parking Partnership)

191. Have Your Say

With the Chair's permission, a statement from Mr Nick Chilvers was read out. Mr Chilvers stated concern that the Joint Committee had not received a report on consultation feedback given relating to possible introduction of on-street paid parking in Colchester, saying that the responses had been dealt with in Colchester, under delegated powers. Questions were asked as to the effect of proposals on convenience, pricing and the local economy. Mr Chilvers asked for the delegation of powers to be reviewed, and suggested that all consultation responses be anonymised and published on the NEPP's website.

192. Minutes

RESOLVED that the minutes of the meeting held on 18 July 2024 be approved as an accurate record.

193. NEPP Financial Update

Chris Hartgrove, Service Director (shared) – Finance and Deputy Section 151 Officer [Colchester City Council], presented the financial position of the NEPP as at the end of Month Nine of 2024-25. A surplus had been forecast for a £44k surplus. Reasons for divergence from expected position were given, including the delay in restructuring the organisation. A caveat in section 8.1 of the report showed that the pay award had been settled prior to Christmas 2024, with an impact of around £30k reducing the expected surplus to £14k, meaning a small surplus projected for year end.

The emerging draft Budget was dependent on Colchester City Council's Budget for 2025-26, which was due to go to its Scrutiny Panel and Cabinet in the week following this meeting, and then for decision at Full Council in February. The figures shown on page 21 were indicative and predicted a surplus of £65k.

The Deputy Section 151 Officer was asked to confirm that the issues mentioned meant that there would still be a deficit at the end of 2024-25, and a small surplus at the end of 2025-26. A Committee member raised concern that the NEPP Agreement stated that no new Traffic Regulation Orders [TROs] could be initiated unless the NEPP was in possession of at least £400k in reserves, and that the NEPP should accept that it would not meet this requirement. Praise was given to the Budget report, with a comment that it looked realistic. Jake England, Group Operating Manager, gave assurances that the intent was to be out of deficit by the end of 2024-25, but agreed that the organisation could not build a £400k reserve by then. Another Committee member noted that the £400k reserves requirement was from a time pre-Covid, and that it was a long-term job to rebuild the Partnership's reserves, to be worked on steadily.

Another Committee member agreed with the view that the NEPP had been operating outside the terms of the NEPP Agreement, and stated an acceptance of the difficulties involved, praising the projected return to a balanced budget. A proposal had been made to vary the NEPP Agreement in the previous year, noted the Committee member, who then stated discomfort at operating outside its

Agreement.

A Committee member highlighted that all Partners had signed acceptance of the Agreement and ventured that some Partners had taken bold measures to introduce new on-street parking charges, which had benefited all Partners through reducing the budget deficit. The member urged all Partners to take responsibility and act to live up to the Agreement.

The Deputy Section 151 Officer noted that the projections for car park income could strengthen in the last quarter of 2024-25, which was confirmed by the Group Operating Manager, who stated that the pay and display sites agreed by the Joint Committee had been implemented for the second half of 2024-25 and would meet expected income for those six months. This included efficiency and enforcement savings, halving operating costs. Budget expectations were set to be met in the final three months. More sites had been budgeted for in 2024-25. If more sites came forward, the income would feed into the Budget.

Assurances were given by Partner representatives that they took the situation seriously, with the point made that the Joint Committee members had pushed for meetings of their Section 151 Officers to go over the financial situation. A Committee member posited that it was wrong to seek to increase income by increasing on-street parking charges, which should be used to address parking problems only. Increased revenue should be in line with requirements, not just to repair a budget situation.

The Joint Committee member for Uttlesford District Council notified the Committee that his Council had employed consultants to examine their parking arrangements. Stansted Airport caused parking problems, with consultations ongoing. If residents met the criteria, the Council could move towards requesting TROs, including residents' parking permit areas, with costs to be met by the airport, and the Council paying for the consultants' work.

The Joint Committee noted that 75% of residents in an area had to approve of proposals for a parking permit scheme, but that the website stated that a 50% return rate of responses was necessary, of which 75% had to be approving. Leaflets and the Policy only stated that 75% approval was needed, leading to confusion. A Committee member urged clarity, and gave the opinion that the lower bar [requiring 50% return rate] seemed reasonable.

Richard Walker, Head of Parking, reminded the Committee that the TRO Policy was in their hands, and that the idea was to do as much work as possible in pre-consultation, as the greatest expense was incurred at the formal consultation stage. If an indication of resident views could be obtained prior to formal consultation, then a scheme was more likely to gain a super majority of positive responses by residents, and approval after formal consultation.

RESOLVED that the JOINT COMMITTEE:

- a) Notes the forecast outturn for 2024/25 as of 31st December 2024 (Month 9)

- b) Has considered the emerging draft budget for 2025/26
- c) Notes the projected impact of the forecast outturn for 2024/25 and the emerging draft budget for 2025/26, on the Parking Reserve balance; and
- d) Noted the discussion on risk presented in Section 8 and specifically the potential impact on the financial projections presented in this report.

194. Updated Traffic Regulation Order and Application Decision Report

Trevor Degville, Interim Group Development Manager, laid out the report and content of the appendices. This included a request for the Joint Committee to recommit to the 'Five-year Rule', which was that the NEPP would not pay for any TROs to be introduced on newly adopted roads for five years after their adoption. NEPP could do such work, but the cost would need to be met from external funding. A request was also included for approval of a rewording of the TRO methodology, to give clarity for councillors and the public.

The Chairman confirmed that his reason for cancelling the Joint Committee's meeting was due to finding a lack of clarity in the criteria for TRO approvals, and the Chairman's view that clarification was necessary before the Joint Committee could proceed. The Chairman stated that the NEPP would write to each partner authority to clarify the requirements.

The Committee member for Colchester explained that he had seen the scheme requests which had led to this situation and had refused to recommend them for approval as they had not followed the correct process. Two of the schemes had subsequently then been included in Appendix A for approval (shown at the end of the appendix, as being proposed by ECC [Essex County Council]) but had shown no petitions or evidence of evidence collection. The Committee member argued that applicants should not try to circumvent the process. Whilst clarifications were proposed, the Committee was urged to consider whether it should approve the schemes, and whether the NEPP or ECC would be expected to bear the costs.

The Chairman stated that the NEPP would pay for the implementation of the two schemes, and laid out the ambiguity in the TRO Policy, which stated that a petition was an example of evidence which could be put forward to support a TRO, rather than showing that it was a requirement for a TRO to be put forward for approval. The ECC councillor who had put forward the two schemes in question had shown evidence of consulting residents, and the Chairman posited that it was unfair to penalise them due to confusing policy wording. No further examples of problems had been found at this time, so the Chairman proposed approving them to proceed to formal consultation, clarifying the Policy wording, and then providing officer support to advise on the requirements for TRO applications. The Chairman was asked if any TRO requests had progressed to the next stage without including a petition and scored as low as 10. The Chairman and Head of Parking had no knowledge of any which had progressed in those circumstances.

A Committee member expressed surprise that any councillor would not know that a petition was a necessity for such schemes, and ventured that accepting requests

without a petition would be unfair on other partners where much work had been done to meet the requirements.

Joint Committee members agreed that it would be a good idea to reissue the guidelines for clarity, and that these should be stated on the NEPP website. The Head of Parking outlined that the decision here was whether to approve the listed schemes to go forward to formal consultation. If no objections were received, these would then progress. If objections were received, these would go first to the Head of Parking to consider, with any significant objections going to the Joint Committee for a decision to be made.

RESOLVED that the JOINT COMMITTEE: -

- a) Prioritises the proposed Traffic Regulation Order schemes from the applications that have been received by the North Essex Parking Partnership, and in line with the recommendations which can be found in Appendix A
- b) Notes that any applications that are “Approved” may not become sealed Traffic Regulation Orders.
- c) Notes that applications that have been received but do not meet the NEPP scoring criteria are shown in Appendix B.
- d) Notes the new schemes NEPP has advertised in 2024 via the JPC process, in Appendix C.
- e) Notes the new schemes NEPP has advertised in 2024 outside the JPC process, in Appendix D.
- f) Amends the wording of the TRO Scoring Methodology to clarify that a scheme/restriction must be supported by a petition before it can be scored by officers. This concerns standard applications received from outside NEPP that are to be considered by the Joint Committee
- g) Agrees the reintroduction of the Five-year Rule for NEPP TROs on new builds/recently adopted highway areas, with an amendment to the wording, to state that this applies ‘on, or relating to, new-build sites’

195. On-Street Paid Parking Update

Trevor Degville, Interim Group Development Manager, introduced the update and provided the background to the report, which gave updates on the operational schemes and information as to why the NEPP had not proceeded on identified sites in Harlow.

The report showed what work had been carried out in areas proposed for potential on-street paid parking in Braintree District. The NEPP had offered to retain a one-hour free parking entitlement in those areas, and the purchasing of additional parking time if needed. After feedback from Halstead and Witham, the NEPP had offered to provide payment machines for on-street paid parking areas, in addition to the payment option via MiPermit. Witham Town Council continued to be concerned regarding potential effects on local trade. Halstead Town Council had not specified why it did not support the proposals but had simply voiced its

opposition. The NEPP was now seeking Joint Committee approval to proceed to advertising the proposals and to seek views from local residents.

The Joint Committee member for Epping Forest District Council informed the Joint Committee that there had been issues raised in that area also, when schemes were proposed, but since introduction the schemes had generated compliments from residents. Epping Forest was looking at further areas where such schemes might be of benefit.

The Joint Committee was informed of the status of schemes in Colchester, where a couple had been withdrawn where investigation had shown that they would not be appropriate. The view was given by a Committee member that the process had safeguards in place, and should be used to seek local views about any proposed schemes.

The Joint Committee member for Braintree District Council queried how areas were identified for potential on-street paid parking, and noted that the proposals had originally been made with a projected income of £146k per year, outlining the proposals in the Braintree area. No issue was raised regarding proposals for Bocking End, but the Committee member highlighted objections from Witham and Halstead Town Councils. Officers were asked to give the costs of consultation, and whether funds had been allocated for this. Concern was raised that some proposals did not seem to be about safety, and questions were asked as to whether the proposals were only aimed at raising income for the NEPP. Honesty in all consultations was urged, and any deterrence to local shopping should be considered. A Joint Committee member stated that it was reasonable to consult with residents, but that all consultations should be open and give honest information to consultees.

A Joint Committee member stated that one of the positives given was increased efficiency in enforcement. The Joint Committee discuss consultations, with one view given that explanations should be given to consultees as to how income would be used, for example to pay for enforcement of restrictions in their areas, and of residents' parking schemes. Another view given was that the NEPP was seeking to be as flexible as possible, providing a range of payment solutions, the retention of one-hour free parking arrangements, and showing that officers were listening.

Consultation costs were stated to be low, involving signage, adverts in local media, and officer time. The Head of Parking stated that the cost of consultations was usually between £800 and £1,500. Objections were judged on substance, rather than weight of numbers. Income from schemes was considered a by-product, with enforcement efficiency the reason for looking to adopt new schemes.

The Joint Committee member for Harlow District Council explained that Harlow had identified some areas for potential schemes and was supportive of consulting residents to get their views. Jake England, Group Operating Manager, underlined

that the decision requested from the Joint Committee was to permit the NEPP to proceed to formal consultations, as all proposed schemes required a formal consultation to be carried out. The Joint Committee could agree to look at any other areas for potential on-street paid parking, if proposed by partners. The Group Operating Manager also noted that any approved schemes would now only have an effect on the NEPP's budget figures from 2025-26 onwards. The NEPP wanted engagement from local communities and was not seeking to force unwanted schemes on any areas.

The Joint Committee member for Uttlesford District Council stated that his Council did not want application T23369357 (shown in Appendix B) to be rejected. The Interim Group Development Manager gave assurance that this had not been recommended for rejection, but had not yet been scored. An explanation would be provided following the meeting.

Joint Committee members agreed that a uniform approach was necessary as to how areas were proposed and selected for potential on-street paid parking schemes.

RESOLVED that the Joint Committee: -

- a) Notes the status of the paid parking sites that have been approved at previous meetings.
- b) Approves the formal advertising of proposed changes to the three locations identified in the Braintree District. (Explained further in point 5.5 of the report)

196. Outside Agency Support

The Chairman explained why this item had been brought to the Joint Committee, noting a large influx of visitors into the Tendring area each Summer, with an increase in parking violations experienced. The Chairman ventured that the NEPP could not cover all areas with enforcement operations, and stated that the proposals made gave partner councils the option to employ officers to support NEPP enforcement activities. Income generated would firstly be used to cover the costs borne by that partner council, with any surplus being transferred to the NEPP. It was suggested that it might be possible to examine whether parish and town councils could participate in such a scheme in the future. The Head of Parking informed the Joint Committee that there was an existing delegation relating to this, dating to a decision taken prior to 2014, which delegated powers to the General Manager of the NEPP to approach such arrangements with partner councils or outside agencies.

A Joint Committee member welcomed the principle of the proposal, but raised concerns regarding issues which might be raised in practice. The member noted that such arrangements could only apply to partners with officers who currently

carried out off-street parking enforcement, and that this would stretch those officers. The view was given that this might be an option of more use in the future, but that more NEPP enforcement was wanted, whilst being mindful of staff resourcing being an issue.

The Head of parking was asked how such arrangements would be financed, such as if a parish council wished to seek such an arrangement, and whether the parish council would need to transfer any surplus income from enforcement operations to the relevant partner council within the NEPP, who would then transfer it to the NEPP itself. The Head of Parking highlighted the prerequisites shown in Section 4 of the report. The NEPP had to incur the cost of processing PCNs [Parking Charge Notices] as this was a statutory duty held by the NEPP. Limited income was generated from PCNs, so the NEPP subsidised enforcement by other income, meaning that it was unlikely that surpluses would be generated. Options were given as to how local Civil Enforcement Officers [CEOs] could be recruited.

RESOLVED that the JOINT COMMITTEE: -

- a) Approves that the delegation made for appointing Outside Agency CEOs as previously should continue.
- b) Notes the prerequisites for Outside Agency Support

197. Agreement Wording Amendments Report

Richard Walker, Head of Parking, explained that the report set out a way to take forward the wording changes proposed by Tendring and Uttlesford District Councils. The necessary timeline/stages of decision making were laid out, but caution was given that Local Government Reform [LGR] might overtake this, as the NEPP and Joint Committee might not exist in the future.

A Joint Committee member ventured that LGR might mean that any new local authorities would have much to do and might leave the NEPP to continue to carry out its operations. The member argued that it was in the NEPP's interest to resolve the issues now, and that the concept of a two-year timescale was problematic. The Joint Committee member moved that the proposed Agreement changes be circulated to all NEPP partner authorities, with a deadline given for feedback to be provided, after which they would be updated and sent to Essex County Council's legal team. If Essex County Council raised no objections, then the proposals could then be formally circulated to the NEPP partner authorities for each to seek approval for them from their own executive bodies. It was noted that the proposals had already been circulated to all NEPP partners previously.

RESOLVED by the JOINT COMMITTEE that: -

- a) The suggested wording amendments to the NEPP Agreement be circulated to all Joint Committee members, with a 6 February deadline for feedback to be provided to Councillors Barry and Hargreaves, after which the amended proposals will be circulated again to the Joint Committee members and then to Essex County Council via its Legal Department

- b) In the event of Essex County Council accepting in principle the proposed wording changes to the NEPP Agreement, these amendments be formally presented to each NEPP partner authority for their respective executives to consider for approval

198. Forward Plan 2024-2025

In light of the change of venue [from Epping Forest to Colchester] of this meeting, the Joint Committee member for Epping Forest District Council invited the Joint Committee to hold a future meeting in his District.

RESOLVED that the JOINT COMMITTEE approves the North Essex Parking Partnership Forward Plan for 2024-25.



North Essex Parking Partnership

Joint Parking Committee

Meeting Date:	20th March 2025
Title:	NEPP Financial Update (including the Month 11 forecast for 2024/25)
Author:	Paul Atkinson – Interim Director of Finance (Deputy Section 151 Officer)
Presented by:	Paul Atkinson

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

1. Recommended Decisions

- 1.1. To Approve the Budget for 2025/26, as set out in Appendix A.
- 1.2. To note the forecast outturn for 2024/25 as of 28th February 2025 (Month 11).
- 1.3. To note the projected impact of the forecast outturn for 2024/25 and 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 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. This report updates the Committee on:
 - Progress against the 2024/25 budget, including the projected year-end position for 31st March 2025.
 - The projected impacts on the NEPP Reserve balance.

4. Forecast Outturn 2024/25 (Month 11)

- 4.1. The forecast outturn position for 2024/25 as of 28th February 2025 (Month 11), presented in **Appendix A**, shows a year-end forecast surplus of £67,000, which is £39,000 below an assumed surplus of £106,000 in the 2024/25 Budget. If this materialises, the NEPP Reserve would have a surplus balance of £28,000 on 31st March 2025.
- 4.2. The forecast Budget shortfall of £39,000 is derived from a projected overspend of £60,000 on Expenditure, added to by a projected Income surplus of c£21,000. The most notable factors are:

EXPENDITURE

- **Data Led Services (Expenditure impact £169,000 Negative)** – the timetable for the 2023/24 service restructure – which included the deletion of the Data Led Services team – slipped slightly due to an extended staff consultation period. This led to some one-off associated restructuring costs (e.g. notice period payments, severance payments and pension costs) being incurred in 2024/25 (against a zero budget).
- **CEOs and Supervision (Expenditure impact £165,000 Positive)** – a number of staff vacancies – predominantly in the early part of the financial year – is driving an anticipated underspend in this area (therefore significantly compensating for the overspend on Data Led Services); but
- **Other (Net) (Expenditure impact £56,000 Negative)** – the combined impact of overspends on income transaction charges of £25k, an additional £15k forecast for court fees and £13k unbudgeted employee costs within the Business Development team due to a delay in the service restructure implementation.

4.3. The forecast cost pressures for income transaction costs and court fees have been reflected in the 2025/26 budget.

INCOME

- **Parking Permits/Season Tickets (Income impact £98,000 Positive)** – the increase in Permit charges agreed by the Committee on 18th July 2024 is beginning to take effect, with a forecast budget surplus of £98,000 now anticipated on this budget line by the end of the financial year which is an improvement of £29k from the Period 9 position reflecting actual income received.
- **Parking Charges and Other Fees (Income impact £59,000 Negative)** – recently adopted Pay and Display sites were assumed to be operational for the full financial year when the budget was originally drafted. Following a delay, only partial implementation has been achieved so far. This has had a negative impact on income levels achieved in this financial year. However, early income levels achieved at operational sites are in line with expectations and appear to indicate that income budgets from this source should be met in full in 2025/26; and
- **Other (Net) (Income impact £18,000 Negative)** – a further shortfall on income of £18,000 is also expected, mainly driven by a forecast shortfall of £40,000 on PCN income, with income achieved *marginally* below expectations (monthly average PCN income April 2024 to February 2025 is within 2.5% of budget). This is partially offset by unbudgeted income of £20k received from ECC for Safer Schools Patrols.

5. Budget 2025/26

5.1. The On Street Parking/NEPP elements of the emerging draft budget for 2025/26 is presented in **Appendix A**. Most budget lines follow a very similar pattern, with a projected *surplus* of £65,000 anticipated for the financial year.

6. NEPP Reserve Movements/Balance

- 6.1. As explained above, and summarised in **Appendix A**, the NEPP Reserve is – based on the numbers presented – currently projected to return to a positive balance by 31st March 2025.
- 6.2. The position as of 28th February 2025 (Month 11), presented to the Committee on 20th March 2025 fully incorporates the impact of the 2024/25 Pay Award.

7. Standard References

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



North Essex Parking Partnership

Joint Parking Committee

Meeting Date:	March 2025
Title:	NEPP Business Plan
Author:	Richard Walker, Head of Parking
Presented by:	Richard Walker

This report summarises the contents of the NEPP Business Plan.

1. Recommended Decision(s)

- 1.1. Decide to adopt the NEPP Business Plan for 2025/26.

2. Reasons for Recommended Decision(s)

- 2.1. For good governance, to ensure the effective future operation of the Partnership.
- 2.2. To prioritise the Traffic Regulation Order service.
- 2.3. To rebuild the required £400k Reserve Fund.

3. Background

- 3.1. The first part of the document updates Members on the Parking Partnership operation in the past year. There is also a section on national updates.
- 3.2. The Business Case then goes on to look at ways to keep the cost base under control by diversifying the Service, increasing income, in order to offset rising salaries and costs.
- 3.3. The Business Plan Programme sets out the Partnership's work for 2025/26.
- 3.4. Financial details are shown and the budget is fully reflected in the s151 Officer's separate paper.

4. Standard References

- 4.1. Other than set out above, there are no particular references to publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety or risk management implications.

NEPP Annual Business Plan & Programme 2025/26



Part 1:

NEPP History

Introduction

The Parking Partnership is a brand for combined Council Parking Services across Essex, and the North Essex Parking Partnership (NEPP) itself is an operational service of Colchester City Council, and Colchester is the Lead Authority for on- and off-street services.

The NEPP has been operating since 1 April 2011. It is a Council service which comprises an Operational Service covering on-street (roadside) operations which are governed by a Joint Committee and off-street (car parks) parking, which are covered by individual Agreements between the lead authority and Clients, based on contributions.

The NEPP operation includes separately negotiated District off-street car park operations, Parish car park operations, some consultancy services such as order-making, and work for neighbouring authorities, and the core On-Street operation.

The Partnership has developed this Annual Business Plan to ensure that the Core Service operational costs and the Traffic Regulation Order operational costs are able to be funded by the Partnership account.

Background

The equivalent of this document for last year set out some history for clarification for those new to NEPP and a summary of the plans for the forthcoming year. 2024/25's Business Plan can be found in the Joint Committee Agenda, [linked here](#).

In accordance with the operating Agreement, any previous deficits must be administered. The Partnership accrued a deficit in 2022/23 and is on track to have paid this off by the close of 2024/25, including some one-off costs of transformation in-year. After repayment, the Partnership Reserve Fund will start to be re-built; it is recommended in the Agreement that the Partnership should maintain a reserve of up to £400k.

Despite the recommendation about Reserves, the Committee has nonetheless pragmatically agreed to continue to fund six new schemes per district each year and also occasional area reviews, parking strategies and wider area schemes (such as those during the Pandemic). These schemes are programmed over a three-year timescale.

Over the course of its history, this means well over 500 'socially necessary' parking schemes have now been delivered.

The current operating Agreement – up to 8 years from 2022 and other developments

Negotiating a new Agreement (from 2022-2027 & up to 2030)

During 2020 a new Agreement for the North and South Partnerships were agreed with Essex County Council for up to 8 years.

Agreement Extension (from the end of 2027/28 & up to 2030/31)

The Agreement extensions are each 1 year beyond the first five, and are due to be negotiated before the end of each term, as follows:

Initial Term from 2022/23	5 years up to end of 2027/28
+1 up to end of 2028/29	Negotiate from mid-2025/26
+1 up to end of 2029/30	Negotiate from mid-2026/27
+1 up to end of 2030/31	Negotiate from mid-2027/28

Local Government Reform

However, the recently announced Local Government Reorganisation into Unitary Councils – the gateway to regional Devolution to new Strategic Authorities – will play a large part in this timescale as the latter will put in place a revised set of local authority arrangements before the end of the overall Agreement term, perhaps even before the extensions are necessary.

Furthermore, a change to a Unitary Council arrangement would most likely render superfluous the necessity for a Joint Committee or any Agreement, since the functions would all fall under one Council.

Park Safe Schools (fixed cameras) & other innovations

NEPP launched its Park Safe Schools (fixed camera) trial during 2022, which had been highly successful in reducing contraventions outside schools, on the yellow zig-zag markings, by up to 82% in under 8 weeks (much sooner than predicted).

The cost of moving cameras, one-off costs of installing new posts and configuration of the services required to provide coverage became significantly more expensive during 2023/24– part of this is due to working at height, and the contractor's costs have also

increased significantly. Costs involved increased to the point where this important service could not be sustained and operating Park Safe Schools cameras is temporarily halted. NEPP, during 2023/24, was left with an organisational structure which required downsizing.

Downsizing the Operation between 2023/24 and 2024/25

When it became clear that the service was not able to support all of the management overheads and additional staff brought in to cover this promised additional work, the decision was taken to reduce the size of the operation, and its management.

A service transformation alter and downsize NEPP's management and organisational structure to better fit the operation which remains. The transformation was completed in 2024/25, and a fresh way of operationalising the cameras will be investigated in 2025/26.

Employees

There are now, in 2025, 81 full time equivalent funded posts (down from 95 before transformation) in the NEPP of which 76.5 FTE posts are filled (77 people, including all part time posts). There are now fewer vacancies due to turnover of staff in the Civil Enforcement Officer teams than before (the difficulty in recruiting has lessened).

Since the start of the 2024/25 financial year, four posts have been successfully recruited with a further three posts in the process or pending interview.

Operational Bases

Bases must have good road and public transport links to help our officers in travelling to work. There are presently three bases from which the CEOs work.

Some locations are leased with a cost, and the Agreement states that accommodation will be provided but it has proved tricky to locate suitable connected alternative accommodation.

The funding and operation of Off-Street Services

On Street vs. Off Street - Income vs Contributions

As mentioned in the introduction, the Off-Street operation is provided by NEPP for some of the districts and further parishes.

Whereas the On-Street is solely reliant on the four types of income that can be generated at the kerbside on the highway, the Off-Street car park operation is kept under a separate account.

Each Client of the Off-Street service pays a separate contribution, calculated in advance, to cover the works to be carried out.

For Off-Street car parks, the Client authority retains all of the cashbox income, and its own governance process is used for fees and charges setting.

Non-Direct Costs

These cover parts of the lead authority organisation that provide services to NEPP, such as Legal Services, HR, Finance and Committee services. A recharge is made from the lead authority to the On- and Off-Street accounts which is reasonable to cover the provision of these specialist services.

Risks and Mitigation

Risk Management Framework

The service owns a Risk Management Framework which is presented to Members at each Annual General Meeting. The associated Risk Register belongs to the Joint Committee and is regularly updated.

The main risks from the previous year of requiring a service transformation, and regaining the break-even position, maintaining a Reserve, and of paying off the past deficit have been mitigated by previous Business Plan actions.

The same officers which patrol the kerbside then walk around the car park, making efficiency in travel time and costs over sending duplicate teams to patrol only car parks.

Each of the Client authorities has a different level of service provided. For the lead authority, their contribution also covers works done for Colchester by the NEPP Group directly, as part of the organisation.

Recharges are made between On- and Off-Street accounts to apportion the actual work, which varies from year to year depending on the programme and works required.

The cost of this recharge has remained the same, and in some cases, slightly reduced, over recent years despite an increase in other costs generally.

The recently announced Local Government Reform and Devolution are currently the most pressing risks to the Agreement renegotiation (an Agreement, and therefore need for the Reserve Fund, could be deemed entirely unnecessary by creating a Unitary Authority as actions would impact only on the Unitary's single General Fund).

The risk of requiring the Reserve Fund to be built up still exists in the meantime and may be seen as good practice in any event, although the risk of the negative trend in out-turn has been entirely mitigated for the time being by the actions taken over the last two years.

Part 2: Business Plan outcomes for NEPP (Business Plan and Operations in 2025/26)

Aims and Objectives 2025/26

Statutory Guidance and Policy

Government Statutory Guidance sets out the way that local authorities must operate Civil Parking Enforcement (CPE), with other relevant legislation being the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004, and other regulations made under those acts.

Aims and Objectives of CPE

The operational aims and objectives of the main operation are set out in the **Parking Management Policy** for the NEPP – see the NEPP website, here:

<https://north.parkingpartnership.org/parking-management-policy/>

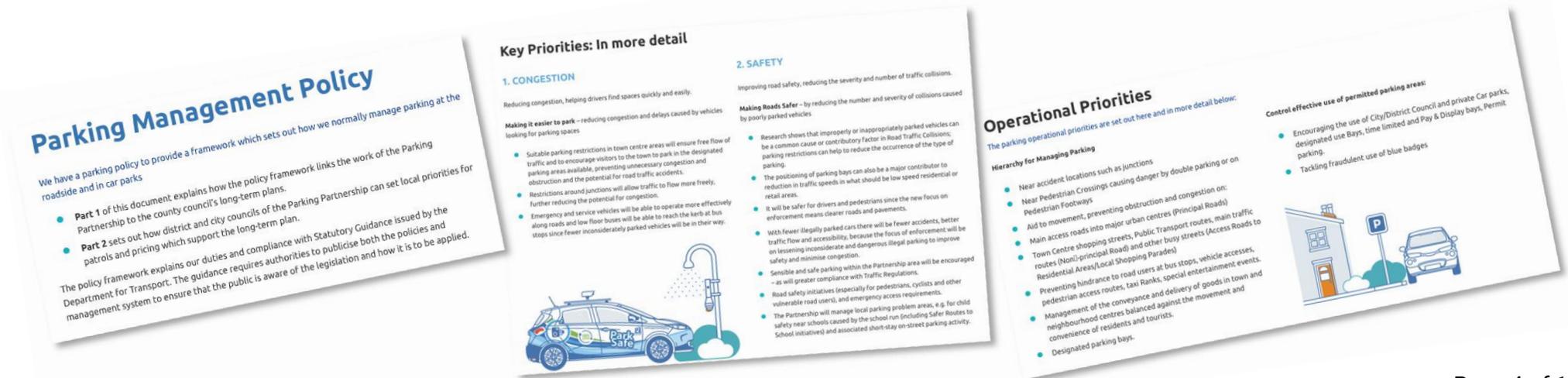
This policy framework explains our duties and compliance with Statutory Guidance issued by the Department for Transport.

The guidance requires authorities to publicise both the policies and management system to ensure that the public is aware of the legislation and how it is to be applied.

Business Aims

The Business aims of the Partnership are shown in the table in Part 3; the main aims of which are to: –

- keep operational costs under control,
- maintain a non-deficit position,
- provide sufficient funding for maintenance and a programme of works, and
- rebuild the £400k recommended Reserve Fund, whilst watching the outcome of the forthcoming Local Government Reform’s impact on the operation.



3PR – the three parking rules, educational scheme near schools.

The 3PR officer left during 2022 and the vacant post has been saved. Due to the vacancy saving, the 3PR scheme remains suspended for the time being.

Park Safe Schools – cameras

The Park Safe Schools camera pilot project was remarkably effective in reducing contraventions of the school yellow zig-zag markings during 2022/23. In excess of all predictions, these cameras can reduce contravention levels by 82% within 6-8 weeks of installation – an unexpected reduction which impacted on the viability of the scheme, where cameras need to be continually moved to new areas sooner than initially planned.

Any future fixed camera service will be on a smaller scale than before.

The Park Safe Schools and 3PR programme will remain under review during 2025/26.

Other vacant posts

As part of the 2024/25 Service Transformation, the management structure for the Partnership was reviewed and reduced. Work has been covered by other managers wherever possible, with a reduction in activity being necessary in some areas.

Impact of Salary increases

Salary negotiations concluded in Colchester applying the National Joint Committee amounts of £1,925 or 2.5%, but with the National Living Wage impacting upon the lower end of the salary range, some uplifts were also required. This additional cost is above the budgeted 3% for 2024/25, but no additional funding is currently required.

The unprecedented social shift caused by the pandemic, and previous large increases in costs due to high inflation, supplier costs, overheads and the salary increases all still contribute to sustained high cost pressures on the operation.

The budget for 2025/26 has been set against this background and allows the Service to operate within its means.

Service Transformations

The 2024 service transformation has helped to control costs, with the mitigation of up to £650k of service costs across the whole operation by December 2024 (with costs of implementation being absorbed in-year); this has reset the core NEPP Operational Service and its cost base to be ready for the next three to five years, provided the other efficiency mitigations are also put into place.

Delivering Traffic Regulation Orders

Each year, as and when funding allows, a programme of works is proposed to the Joint Committee consisting of up to 36 schemes (i.e. 6 per District). With some uncertainty over funding in 2024/25, a very prudent budget was proposed and implemented. The same is recommended for 2025/26, but with more focus on repairs and maintenance to existing lines and signs.

2023/24 Scheme Applications for delivery in 2025/26

The December 2024 Joint Committee was postponed to January 2025, and then 20 schemes with £28.5k worth of expenditure were considered. Included in this amount are some 'self-financing' schemes and some £1.8k of schemes that are financed or part-financed externally. This did not include Tending schemes; with those the total is £10.3k, to be decided at the March 2025 meeting.

The total without considering schemes that are 'self-financing' or externally funded is £33.8k and £24.4k plus staff costs of £9.4k is included in the 2025/26 budget.

'Self-financing' means where schemes can generate an income such as Resident Parking schemes, where first-year permit sales are in excess of the start-up costs (see the RoI section). Patrol time will need to be paid for out of future income if a step change is found to be required in the number of patrolling CEOs needed.

Other schemes have a cost which needs to be budgeted. Within the budget for 2024/25, is an amount of £24.4k for new schemes.

Schemes that are not initially self-financing do eventually have an income, but this is trivial, and would only cover the cost of any extra patrols if a step change in numbers of officers deployed is required.

Whilst the Reserve Fund has not yet reached its recommended level, Members have instead seen benefit in approving the schemes

requiring funding, which are compliant with the Policy, to populate the future work programme by committing to the budgeted spend in the year 2025/26.

Sign & Line Maintenance

A £50k budget (increased from last year's £25k back to 2023/24 levels) has been included for sign and line maintenance works, of which there is now a manageable backlog to be cleared.

There is a very high risk that deferring maintenance, which has been reduced since the pandemic, would impact on the ability to deliver the patrol and enforcement service.

Alternative Inward Funding

There are also options for applicants and Districts to self-fund (full recovery) any Traffic Regulation Order schemes – and this would accelerate the process for those schemes.

These schemes may not meet the criteria – but could be carried out and need to meet all the costs in implementation.

Looking ahead, there is a further list of schemes also possible as part of the implementation of Uttlesford's Parking Strategy.

Return on Investment – example parking schemes

As an indication, in a Residential Parking Area, only 28 permits (depending on location) would need to be sold to pay for providing the scheme, then ongoing income would be available to fund patrols and maintenance year-on-year.

For a non-income-generating scheme, around 53 PCNs would need to be issued to pay for the scheme, before paying for any of those patrols, follow-up, or overheads. These types of schemes have very

extended pay back timescales (many years) and need to be funded by budget up front.

Further outcomes from previous Business Plans

Business Plan 2023/24

The Plan in the prior year was successful in controlling costs but did not reach far enough to ensure the long-term viability of the Partnership's finances. A twin-track approach of investigating new income streams and transforming the service to reduce costs was therefore established, and the work mostly completed in the last financial year.

Business Plan 2024/25 Schemes

The Plan for 2024/25 involved investigating new areas of parking which require other controls, a by-product of which is income, many of which have now been implemented.

In addition, a number of resident parking schemes, which have a modest start-up cost, were implemented (to be paid for from the first year's income). Income was forecast in line with the standard NEPP model and has been seen to be forthcoming

Other Income

Annual Increases

NEPP missed deciding Resident Parking increases between 2020 and 2023 when the Joint Committee didn't decide the recommendations put before Committee in 2020, due to the Pandemic. Essex expects at least an inflationary increase annually and Members finally decided at a second meeting in 2023 a larger inflationary increase to residents parking, from late August 2023.

This delay may have cost as much as £1m in total lost income from increases not implemented between 2020 and 2023.

Delivering the Business Plan 2024 schemes

Forty-one new parking schemes were introduced in 2024 and are set to generate an income of c.£120k in a full financial year.

Further on-street parking, located within Colchester (within 600m of Resident/shared use bays) was implemented earlier this financial year and will generate an income of c.£25k in a full year.

Some new on-street locations were proposed to more efficiently manage patrols, and therefore traffic, in some of the more highly sensitive roadside areas. Delivering these would have a by-product of income yield of around £140k after start-up costs in-year (with no VAT in on-street locations).

Whilst not every scheme has yet been implemented, the income on those that have has exceeded projected expectations. Any income is hypothecated to cover future operating cost increases, such as salary and inflationary costs which have been identified as continued risks over the life of the Agreement.

Resident Parking

An uplift based on inflation for 2023/24 was decided in June 2023 and implemented after governance timescales and statutory consultation in late August 2023.

Further increases and a plan for harmonisation in prices (ahead of inflation) were agreed in 2023 and will be implemented annually up to 2026/27. A plan for 2027/28 onwards is now being drafted for presentation to a future Joint Committee.

The National Parking Platform – becomes a sector-led project

The National Parking Platform is intended to provide a resolution for the need for customers to have more than one App on their phone, when paying for parking that way. This would be of most benefit for people visiting from outside the region (since MiPermit is almost universal in East Anglia).

The National Parking Platform was, up to the end of 2024/25, being funded, developed and promoted by the Department for Transport. DfT says it supports the NPP and "understands the parking sector is both willing and able to deliver it without taxpayer funding. DfT are working closely with them on how this can be achieved".

National Persistent Evader Database

The National Persistent Evader Database (NPED) is a centralised database in the UK that tracks vehicles consistently evading parking penalties, using cloned number plates, or lacking necessary documentation like MOT or insurance. It helps local authorities and enforcement agencies prioritise and manage the worst offenders, aiming to reduce enforcement costs and improve compliance.

NPED has been instrumental in advocating for the Vehicle Compliance Management Act, which aims to empower authorities with more robust tools to take action against non-compliant vehicles. Future focus is on improving data sharing between different agencies to ensure a more coordinated approach to managing evading vehicles, moving the worst offenders away from the parking penalty process and tackling the use of the vehicle instead.

National Blue Badge Day of Action

The National Blue Badge Day of Action is an annual event that unites Local Authorities across the country to tackle badge misuse and enable follow-up actions. NEPP has participated in the National Blue Badge Day of Action and this year's event will be on 28 May.

Digital Traffic Regulation Orders (D-TRO)

The Digital Traffic Regulation Orders (D-TRO) initiative is set to become mandatory in 2025. This means all new Traffic Regulation Orders (TROs) and Temporary Traffic Regulation Orders (TTROs) must be created and stored digitally in a centralised repository managed by the Department for Transport (DfT).

Local authorities will be required to comply with the D-TRO initiative, ensuring all TROs and TTROs are digitized and accessible through the DfT's platform. The initiative is supported by amendments to the Road Traffic Regulation Act 1984 and other related regulations, which will enforce the digital transition.

D-TRO aims to streamline traffic management, enhance data accessibility, and support the integration of Connected and Autonomous Vehicles (CAVs) in the future. NEPP has been preparing by ensuring it has D-TRO-compliant software and processes to ensure a smooth transition.

National Footway Parking Legislation (England outside London)

There has been no further movement on the Footway Parking ban in England outside London, however a similar prohibition introduced in Scotland is understood to be working well. Wales has also been exploring Footway Parking bans using its devolved powers and wilful obstruction. It is understood that Government will soon be reporting back on the consultation for England outside London that was conducted up to November 2020.

Penalty Charge Notice Levels (England outside London)

A very close eye is being kept on the increases to Penalty Charge Notice levels introduced recently in Scotland and London, which would undoubtedly help support the Partnership if even an inflationary uplift (e.g. to £100) were made in England outside London – the Penalty Charge Notice level having had no increase here since 2015.

Part 3: Business Plan; Programme of Works for 2025/26

Implement this Business Plan sufficient to maintain a non-deficit position, provide funding for the works programme, to pay off historic deficit, and rebuild the Reserve Fund.	The Business Plan supporting future operations is contained within this document and the Table below.	Throughout 2024/25 FY.
Monitor the recovery from the Pandemic.	Report on parking trends as seen.	Ongoing
Maintain an operational focus on attendance levels.	To ensure maximum deployment.	Ongoing
Continue to operate the service within the Parking Management Policy and Statutory Operational Guidance	For good operational governance.	Ongoing
Monitor Key Performance Indicators for the service	Key Performance Indicators are reported in the Operational and Annual Reports, published online	Reported quarterly
Operate the service against data from the system.	Continually apply most resources to the areas of most need.	Ongoing
Operate the Inter-Agency Agreements with Braintree, Colchester, Harlow and Uttlesford for off-street car parks.	Maintain existing relationships and continue to develop new Partnerships.	Ongoing
Review ongoing contractual arrangements (tenders) to ensure best value in all areas.	Implement and maintain contracts for services above the threshold. Chipside be reviewed in 2026.	Ongoing
Carry out a prudent programme of essential maintenance works during the summer months.	To ensure key signs and lines remain substantially compliant with the regulations within budget.	Q2/Q3 2024/25
Continue to develop the School Park Safe Camera Zones.	Better implement schemes around schools where enhanced schemes may be self-funding.	As appropriate
Contribute to the Colchester Master Plan, Estate Plan and Structures Projects, and Uttlesford Parking Strategy Project.	Off-street works.	Ongoing
Prepare for Local Government Reform	Impacts on Joint Committee, Operating Agreement (neither may be necessary in future) – and consider any Service Level Agreements with other new Unitary Councils	2025-2027

Part 4: Financial Reports

Finances

Current Position

The Financial Reports are shown in a separate paper from the s151 Officer.

Proposed Funding within 2024/25 Budget

Part 2 works:	Up to £347k is allowed. (i.e. £329k within the 2022 Agreement, plus inflation).
Including £174k to cover staffing and vehicles to prepare maintenance and Traffic Regulation Order schedules	
£62k to cover essential maintenance as part of the 2024/25 Budget	
£44k to cover Traffic Regulation Orders as part of the 2025/26 Budget	



North Essex Parking Partnership

Meeting Date: 20 March 2025
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.

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

- 4.1 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**

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	4 July 2024, 3pm Microsoft Teams - online	18 July 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	Chris Hartgrove (CCC)/ Andrew Small (CC)
			Fees and Charges 2024/25	Richard Walker (PP)
			Restructure of NEPP	Richard Walker (PP)
			Potential changes to NEPP Agreement: Withdrawal clauses	Richard Walker (PP)
			Potential changes to NEPP Agreement: Appendices wording and treatment of deficits	Richard Walker (PP)
			On-street parking charges - Update	Jake England (PP)
			Essex Act	Richard Walker (PP)
Forward Plan 2024/25	Owen Howell (CCC)			
Joint Committee for On Street Parking MEETING CANCELLED AT CHAIRMAN'S REQUEST	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	Trevor Degville (PP)
			Financial Report	Chris Hartgrove (CCC)/ Andrew Small (CCC)
			Update on paid parking [on-street] proposals	Trevor Degville (PP)
			Suggestions for variations to the NEPP Agreement, from NEPP partners	Richard Walker (PP)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
			Forward Plan 2024/25	Owen Howell (CCC)
Joint Committee for On Street Parking	9 January 2025 – 10am Microsoft Teams - online	23 January 2025 1.00pm Venue: Epping Forest District Council's Civic Offices (CM16 4BZ) New venue: Colchester Town Hall, High Street, Colchester, CO1 1PJ	NEPP Financial Update Technical report & Traffic Order Regulation Prioritisation Update on paid parking [on-street] proposals Suggestions for variations to the NEPP Agreement, from NEPP partners Partnership working with partner authorities, and potential for partner authority officers to work under delegated authority to act on NEPP's behalf Forward Plan 2024/25 and 2025/26 Dates	Chris Hartgrove (CCC)/ Andrew Small (CC) Trevor Degville (PP) Trevor Degville (PP) Richard Walker (PP) Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	6 March 2025, 10am Microsoft Teams - online	20 March 2025 1.00pm, Venue: Braintree District Council's offices (CM7 9HB)	NEPP Financial Update NEPP Business Plan Forward Plan 2024/25	CCC Finance Richard Walker (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	5 June 2025, 10am Microsoft Teams - online	19 June 2025 1.00pm, Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update Forward Plan 2025/26	Hayley McGrath (CCC) Hayley McGrath (CCC) CCC Finance [Officer attending TBC] Owen Howell (CCC)

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