



North Essex Parking Partnership

North Essex Parking Partnership Meeting

**Uttlesford District Council Offices,
London Road, Saffron Walden, Essex,
CB11 4ER**

Thursday, 22 January 2026 at 13:00

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.

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

Joint Committee Meeting – On-Street

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 who will or may attend:-

Trevor Degville (Parking Partnership)
Jake England (Parking Partnership)
Jo Heynes (Essex County Council)
Amelia Hoke (Epping Forest)
Owen Howell (Colchester City Council)
Dean James (Harlow)
Sarah Lewin (Uttlesford)
Esme McCambridge (Braintree)
Hayley McGrath (Colchester City Council)
Andrew Nepean (Tendring)
Charlotte Paine (Braintree)
Richard Walker (Colchester)
Danielle Wood (Parking Partnership)

AGENDA

THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING

1 Welcome and Announcements

The Chair will welcome members of the public and Councillors to the meeting and remind those participating to mute their microphones when not talking. The Chair will invite all Councillors and Officers participating in the meeting to introduce themselves.

2 Apologies and substitutions

3 Declarations of Interest

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other registerable interest or non-registerable interest.

4 Have Your Say! (Council)

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

5 Minutes of Previous Meeting

The Councillors will be invited to confirm that the minutes of the meeting held on 13 November 2025 are a correct record.

6 Urgent Items

The Chair will announce if there is any item not on the published agenda which will be considered because it is urgent, and will explain the reason for the urgency.

7 NEPP Financial Update

15 - 18

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

8 NEPP Joint Committee Agreement Extension

19 - 22

Essex County Council (ECC) intends to extend the operational period of the North Essex Parking Partnership (NEPP) Joint Committee by 12 months, ceasing on 31 March 2028 and aligning with the current Local Government Reorganisation (LGR) timeline in Greater Essex.

This report highlights the process to extend the operational period of the NEPP Joint Committee, stipulated under The North Essex Parking Partnership Joint Committee Agreement 2022, and requests the Partner Authorities to give their written consent to ECC by 20 February 2026.

9 Red Route (parking restrictions) Policy

23 - 34

This report presents a Policy for approval by the Joint Committee which details the practical applications of using red line parking restrictions whilst improving clarity, public accessibility and understanding. It should be noted that the Policy is a supplement to the Traffic Regulation Order Policy already in place.

10 Pavement Parking Update

35 - 38

This report seeks to update the North Essex Parking Partnership (NEPP) Joint Committee on the topic of pavement parking, following the recent publication of a report by the Department for Transport (DfT) that responds to a national public consultation hosted in 2020.

11 Essex Act (verge parking) Policy

39 - 46

This report presents a Policy for approval by the Joint Committee which details the practical applications of using the Essex Act, whilst improving clarity, public accessibility and understanding. It should be noted that the Policy is a supplement to the Traffic Regulation Order Policy already in place.

12 Forward Plan 2025-2026

47 - 52

This report concerns the 2025-26 Forward Plan of meetings for the North Essex Parking Partnership.

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

**13 November 2025 at 1.00pm
Epping Forest District Council offices, High Street, Epping
CM16 4BZ**

Members Present:

Councillor Mick Barry (Tendring District Council)
Councillor Neil Hargreaves (Uttlesford District Council)
Councillor Paul Honeywood (Essex County Council)
Councillor Ken Williamson (Epping Forest District Council)

Substitutions:

Councillor James Leppard for Councillor Nicky Purse (Harlow District Council)

Apologies:

Councillor Graham Butland (Braintree District Council)
Councillor Martin Goss (Colchester City Council)
Councillor Nicky Purse (Harlow District Council)

Also Present:

Trevor Degville (Parking Partnership)
Jake England (Parking Partnership)
Jo Heynes (Essex County Council)
Amelia Hoke (Epping Forest District Council)
Owen Howell (Colchester City Council)
Dean James (Harlow District Council)
Esme McCambridge (Braintree District Council)
Andrew Nepean (Tendring District Council)
Caroline Parker (Colchester City Council)
Richard Walker (Colchester City Council)
Danielle Wood (Parking Partnership)

213. Declaration of Interests

Councillor Leppard, by reason of being ward councillor for Church Langley South & Potter Street, declared a non-registerable and non-pecuniary interest in item 9 on the agenda [Traffic Regulation Order and Application Decision Report].

214. Have Your Say

Councillor Janet Whitehouse attended and, with permission of the Chairman, addressed the Joint Committee to speak about Allnutts Stores, on Allnutts Road, Epping, the parking situation and its impact on the owners' use of a van to deliver supplies to the Stores, having often to park at distance. A loading bay was given as Councillor Whitehouse's preference to allow parking for the store deliveries [TRO application T1258859], but yellow lines were also mentioned as being acceptable and the Councillor asked for a discussion as to which option would be cheapest and best, and for this TRO [Traffic Regulation Order] application to be considered as soon as possible.

Amelia Hoke, Client Officer of Epping Forest District Council, explained that the Council was limited to being able to recommend six TRO applications each year, with each application being scored using the NEPP priority scoring system, to allow the six highest-scoring schemes to be recommended for approval. This application had been fully supported but was not one of the highest-scoring schemes and had therefore been recommended for deferral, with the chance it may go ahead if one of the six highest-scoring schemes were to be cancelled or postponed.

Councillor John Whitehouse attended and, with permission of the Chairman, addressed the Joint Committee to speak about Allnutts Stores, on Allnutts Road, to say that he felt that yellow lines would be an acceptable alternative to a loading bay for TRO application T1258859. Councillor Whitehouse also spoke regarding T2148321 concerning St John's Road in Epping, querying why it was described as having insufficient local support when this was not what was found when local residents collected views on it and found around 80% support for the proposals. Councillor Whitehouse ventured that the issue may be in how many houses in total are being considered to be affected, listing a range of flats and houses in the immediate vicinity which the scheme would not affect.

The Client Officer of Epping Forest District Council confirmed that at least 75% of households in the area affected must support a scheme for it to be progressed. Application T2148321 had to consider views from all of Zone G, which contained around 185 properties and from which around 110 responses were received, with support shown around 59%. Several residents had already lodged objections.

Julia Hornley attended and, with permission of the Chairman, addressed the Joint Committee to speak as a resident of St John's Road in Zone G, Epping regarding application T2148321. St John's Road was described, with terraced houses and most having to park on street. Surveys were carried out by residents of the area, meeting an extended deadline which had been set for responses to be collected by. The issue of levels of support was raised, with a possible explanation as to the

level of support recorded being that Chapel Road included a number of flats housing vulnerable or disabled adults who could not all be included in the collection of information on support levels for the TRO, due to their vulnerabilities. The attempts to collect support at that location were described, with some success gaining support from more active residents, before efforts were halted. 135 out of 185 addresses in Zone G were spoken with by the three residents conducting the surveying, with 111 surveys being returned, which was 78.5% of the 135 households contacted.

The Client Officer of Epping Forest District Council gave further explanation of the requirement for 75% support to be shown for any TRO application before it could be recommended for approval, to ensure that it would be what residents wanted. A number of residents of Chapel Road had indicated that they did not support application T2148321 and the 75% threshold of support had not been met. Jake England, Interim Head of the NEPP, added that when TRO applications then went on to formal consultation, support and objections had to be considered at that stage. The NEPP had found in the past that schemes put forward with lower levels of stated support had gone on to incur higher levels of objections at formal consultation. Six schemes had already been proposed for approval by Epping Forest District Council. This particular scheme had been recommended for deferral, rather than refusal, and further production of evidence of local support would be welcomed.

The Clerk, with permission from the Chairman, read a statement from a Mr Richard Bunce of Colchester, who was unable to attend. Mr Bunce wrote to express his concern regarding the recent increase in the cost of resident parking permits, stating that the six-hour permit had risen from 60p to 90p, and the 24-hour permit had increased from £1.20 to £1.70. Mr Bunce stated that these increases had been introduced without consultation or notice and described this, and the increasing of fees to raise income, as being unfair. Mr Bunce queried whether this was a way to circumvent caps on council tax rises and ventured that a proper equality impact assessment had not been carried out. Mr Bunce requested that the increases in permit fees be reconsidered and more consultation carried out.

Jake England, Interim Head of NEPP, informed the Joint Committee that permit prices had last been brought before the Committee in March 2023, proposing increases across all permit types and in a staged approach for the following four financial years, running to 2026-27. Inflation and salary pressures had impacted the NEPP considerably. The NEPP was required to be self-financing, and charges needed to cover the cost of operations across the six districts of North Essex. The structure and price of parking permits had been set to reflect the cost of delivering the service.

215. Minutes

RESOLVED that the minutes of the meeting held on 19 June 2025 be approved as an accurate record.

216. Urgent Items

Councillor Hargreaves raised an urgent item regarding the ongoing work to seek agreement on revised wording for the NEPP Agreement. The current wording was described as not compliant with local government reorganisation [LGR] and not detailing how any reserves or deficit would be split if and when NEPP were to be dissolved. There were also views given that the NEPP was currently operating outside of its Agreement as currently written. A report was requested to detail what progress had been made, following the Joint Committee's previous decision to have a copy of the proposed amendments sent to Essex County Council's Legal Department to consider and give views upon.

Jo Heynes, Head of Network and Safety at Essex Highways, informed the Joint Committee that the proposed amendments had been sent to ECC Legal Services by Essex Highways earlier in this month, but there was no timescale yet known regarding when they were likely to report back. Jake England, Interim Head of NEPP expanded on the timeline thus far. Following the Joint Committee's agreement to have the amendments sent to ECC Legal Services on 19 June 2025, the Interim Head of NEPP had sent these to ECC Legal Services on 13 August 2025 and was then informed by Legal Services that they would first need to be instructed by the County Council before they could consider the document. The amendments were then passed to the Director of Essex Highways (who has since left the organisation) with a request to have the proper instruction made to ECC Legal Services.

Clarification was requested regarding the governance processes of ECC, and whether the proposed amendments would need to be approved by ECC's Cabinet prior to them being circulated for potential approval by the executive bodies of each of the partner councils. The Head of Network and Safety stated that an explanation of this would be provided as part of ECC Legal Services' review into the amendments.

217. NEPP Financial Update and 2025-26 Q2 position

Caroline Parker, Senior Finance Business Partner [Colchester City Council], presented the financial position of the NEPP as at the end of Q2 2025-26, with a redesigned report format. Performance had been better than expected, and the projection was now that the surplus for 2025-26 would be around £81k better than had been budgeted. The NEPP had over-recovered on income, following investment in extra PCN [Parking Charge Notice] printing and training, and additional staffing costs.

The report and figures were welcomed, and the over-recovery of PCN income was noted as being given as £53k, with a request to clarify whether this was for year-to-date, and how it had been established that such a level of recovery was now shown to be a trend and what evidence had led to confidence in this being the case. The Senior Finance Business Partner clarified that the £53k over-recovery of PCN income was the expected position for year end of 2025-26. The Interim Head of NEPP explained that the upswing in PCN income was due to investment in officer recruitment and retention, with a level of staffing being maintained through the year. Recruitment of Civil Enforcement Officers [CEOs] was what was seen to make this over-recovery possible. Attrition was experienced but the NEPP was

constantly working to maintain staffing levels and thus to maintain the surge in recoveries that had been seen in the latter part of 2024-25. A Committee member expressed satisfaction with the outcome being shown on the balance sheet.

RESOLVED that the JOINT COMMITTEE notes the Quarter 2 (Q2) 2025/26 year-to-date (YTD) financial position, the expected full year outturn for 2025/26, and the impact of the Parking Reserve balance.

218. Traffic Regulation Order (TRO) Policy Update Report

Owen Howell, Clerk to the Joint Committee, read out a statement from Councillor Martin Goss, endorsing the TRO Policy and the recommendations accompanying it, and referencing the successful operation of this particular policy over the years. Councillor Goss praised NEPP officers for being helpful and providing advice whenever this had been requested.

Danielle Wood, Group Development Manager introduced the Policy update, with amendments aimed at improving clarity for the public, following feedback on the current Policy. Improvements to wording, formatting and structure had been crafted, which would also assist the NEPP in fulfilling its requirements for regular reviewing of its policies.

Key changes included the inclusion of the 'five year rule' for new-build development sites, agreed by the Joint Committee in January 2025. There was also the adding of an additional percentage to the support requirements for new scheme applications.

The Joint Committee considered the 75% support requirement for new TRO applications, and whether this was a bar to applications being put forward to formal consultation. A suggestion was made that partner councils could exclude some residents (in the affected areas for TRO applications), where appropriate, from the number of total residents in those areas, which was used to then calculate the percentage level of support, based on the expressions of support provided for applications. An example would be in areas where care homes and housing for vulnerable individuals were sited.

The definition of an 'affected resident' or 'affected business' was queried, and it was suggested that a clearer definition might help. Richard Walker, Head of Parking (Colchester City Council), explained that the initial stages of application had to be seen as part of the entire process, with the next stage being to progress to full statutory formal consultation, which would be aided by the earlier demonstration of a supermajority in favour of the application. When considering who counted as being affected residents, consideration had to be given to people in areas where the proposed TRO would potentially cause extra 'displacement' parking.

The Group Development Manager confirmed that thought had been given as to whether to formally define 'affected resident,' but the view taken was that given the range of different areas covered by the NEPP, rural and urban, it would not be practical to define this by proximity to proposed TROs. The Policy wording

encouraged interested parties to contact the NEPP for advice and support regarding particular potential applications, and advice could be given on a case-by-case basis. A Committee member asked if this direction could be included on the TRO application paperwork, to assist people seeking to collect evidence of the required levels of local support. The Group Development Manager confirmed that this wording would be added to the paperwork.

The Group Development Manager noted that proposals which had not achieved evidence of 75% local support could be kept by the NEPP, with copies within the organisation's external SharePoint environment (accessible by partners) and which could be brought forward by partner authorities to the Joint Committee with a request that they be considered for approval to go to formal consultation, on a case-by-case basis. Shane Taylor, Interim Engineering Manager (NEPP), laid out that since 2010, the NEPP had introduced between 550 and 600 new TROs. The NEPP was seeking to make the process as simple as possible and to avoid wasting public funds, such as by derisking the TRO application process and encouraging localism through residents working to talk to each other over TRO proposals. Proposals in the past which had not made the bar of 75% support had proven to be the applications which generated the most problems and opposition.

A Client Officer asked if there should be more clarity as to when the NEPP might provide input on parking matters into planning applications where this was relevant. The Interim Engineering Manager emphasised that he had made considerable effort to liaise and work with all of the planning authorities covered by the NEPP, and with Essex Highways. Only sporadic responses were received from those authorities seeking views on proposed new developments. Only three of the partners provided regular information, and little was received from Essex Highways. The Interim Head of NEPP added that it was for the planning authorities to consider adding NEPP consultation into their planning processes, and encouraged the colleagues in attendance to take this back to their planning colleagues and to encourage them to approach the NEPP when appropriate.

RESOLVED that the JOINT COMMITTEE agrees the revised general NEPP Traffic Regulation Order (TRO) Policy (October 2025), detailed in Appendix A, replacing the previous version dated December 2022, and subject to additional guidance being provided on TRO application paperwork, and where appropriate on the NEPP website, to direct interested parties to contact the NEPP for advice and guidance regarding how to evidence local support for an application and to meet the 75% support level requirement.

219. Traffic Regulation Order and Application Decision Report

Shane Taylor, Interim Engineering Manager (NEPP) introduced the report, including a list of externally-funded schemes carried out by the NEPP.

RESOLVED that the JOINT COMMITTEE: -

- a) Prioritises proposed Traffic Regulation Order schemes from the applications that have been received by the North Essex Parking Partnership (applications can be found in Appendix A). Members may choose to either

‘approve’, ‘reject’ or ‘defer’ schemes.

- b) Notes that any applications that are “Approved” may not become sealed Traffic Regulation Orders. Any proposal will need to be formally advertised as set out in the relevant legislation and any objections made during the formal consultation process considered before a Traffic Regulation Order is made.
- c) Notes that applications that have been received but do not meet the NEPP scoring criteria are shown in Appendix B. These will be retained for a maximum period of 12 months from the date of request.
- d) Notes the new schemes NEPP has advertised in 2025 via the JPC process, in Appendix C.
- e) Notes the new schemes NEPP has advertised in 2025 outside the JPC process (externally funded), in Appendix D.

220. Review of the NEPP Parking Management Policy

A Panel member who had raised queries regarding proposed wording changes around enforcement of zig-zag lines and crossings prior to the meeting raised this section and confirmed that he was content for the wording to be amended as suggested in the draft Policy.

Trevor Degville, Interim Group Operating Manager, introduced the Policy and explained that the review was an audit requirement, which necessitated the periodic review of the NEPP's policies. This Policy worked in conjunction with the County Council's Local Transport Plan, which ECC had now put out to consultation for a new Plan to be produced. Local Government Reorganisation meant that any successor to the NEPP would need to build their own policy framework so, with that in mind, a light touch approach was being taken to policy reviews at this time.

A Panel member who had raised queries regarding proposed wording changes around enforcement of zig-zag lines and crossings prior to the meeting raised this section and confirmed that he was content for the wording to be amended as suggested in the draft Policy.

The amendments included some removal of duplicated content, the content referred to regarding zig-zags at pedestrian crossings. A section of text was also recommended for removal, regarding resident parking schemes and simple majorities, as this was not in line with current legislation (Section 122 of the Road Traffic Regulation Act 1984).

RESOLVED that the JOINT COMMITTEEs approve the recommended changes to the NEPP Parking Management Policy (PMP) that are shown in the appendix to the report provided.

221. Forward Plan 2025-2026

Jake England, Interim Head of NEPP, informed the Joint Committee that the intention was to bring an item on the work relating to Braintree District on-street parking to the 22 January 2026 meeting, but owing to the large volume of feedback relating to this, the item might potentially need to be delayed until the 19 March 2026 meeting.

RESOLVED that the JOINT COMMITTEE approves the North Essex Parking Partnership Forward Plan for 2025-26, subject to the addition of: -

- a) The half-year update on LGR risk management
- b) Items on Braintree District on-street paid parking, on Essex Act Policy, and on the Red Routes Policy, all scheduled to come to Joint Committee on 22 January 2026
- c) Clarification that the NEPP Budget will be presented on 19 March 2026, alongside the Business Plan



North Essex Parking Partnership

Joint Parking Committee

Meeting Date: 8th January 2026

Title: NEPP Financial Update – 2025/26 Q3 Position

Author: Narj Sanghera – Senior Finance Business Partner

Presented by: Wayne Layton – Deputy S.151 Officer

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

1. Recommended Decisions

1.1. To note the Quarter 3 (Q3) 2025/26 year-to-date (YTD) financial position, the expected full year outturn for 2025/26, and the impact of 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:

- The Q3 financial position and expected full year outturn of the NEPP for the year 2025/26.
- The projected impacts on the NEPP Reserve balance.

4. Q1 - Q3 YTD Financial Position 2025/26

4.1. The cumulative YTD financial position as of 31st December 2025, presented in Appendix A, shows a contribution to the surplus of **£44,754**.

4.2. Within the overall YTD surplus of £44,754 there was a small **underspend of £22,615 on expenditure budgets**. This includes:

- **Staffing underspend of £23,992.** This trend is forecast to continue and is driven by savings on Management and Civil Enforcement Officers (CEO's), albeit partially offset by slightly higher costs on Traffic Regulation Orders (TRO's) and back-office staff.
- **Other costs (direct) overspend by £1,377.** This is driven by many variances with the key ones being: Printing and postage costs have exceeded budget expectations by

£20,640 along with Court fees overspent by £15,238. These are offset with income transaction charges of £25,591 partly due to a delay in processing the fees. There is a saving on Premises costs for St. George's Yard of £5,034 and DVLA fees of £3,597.

4.3 For income budgets there was an over-recovery of £22,139 YTD. Variances within this include:

- **£11,368 over recovery of income on Penalty Charge Notices (PCNs).** This is based on income to date, but the variance does reflect 2024/25 debtor adjustment. It is expected to exceed income target by year end.
- **£43,220 delay in additional Parking Permits/Season Tickets and Parking Charges income.** We are still awaiting the December MiPermit income file – an update will be provided once known.
- **£53,991 over recovery of income across other areas.** This is driven by ad hoc additional TRO works for local authorities and Essex County Council.

5. Full Year Forecast Outturn 2025/26

5.1. The forecast outturn position for 2025/26, presented in Appendix A, is expected to provide a year-end surplus of **£253,833**, which is £189,240 above the assumed surplus of £64,593 in the 2025/26 Budget. The NEPP Reserve has a closing surplus balance of £78,982 as at 31st March 2025, and would therefore give a closing balance of £332,815 as at 31st March 2026.

5.2. The overall surplus is expected to be £253,833 for 2025/26, with a predicted overspend of **£42,016** on expenditure budgets. Significant variances as follows:

- **£17,165 underspend on management.** This is driven by staff acting up into higher management roles but is partially worsened by higher than budgeted pay award.
- **£29,752 underspend on CEO's and direct supervision.** The underspend relates to a number of vacant posts held, but following a recruitment drive should be filled during February 2026. In the interim, the use of agency staff is being investigated to maintain enforcement officer levels.
- **£20,110 overspend on Back Office staff.** Forecast overspend relates to PCN Recovery training, CMG 11 pay scale uplift and higher than budgeted pay award.
- **£9,688 overspend on TROs.** Forecast overspend relates to error in budget setting on split coded posts within TRO and Off-Street team and higher than budgeted pay award.
- **£18,873 underspend on Premises / TRO maintenance.** Forecast underspend relates to TRO Repairs & Maintenance of £19,793 and £8,350 on premises hire due to BDC agreeing to not charge for St Georges Yard MSCP facilities. This is partially offset by £9,270 TRO implementation costs for external TRO works that are recharged upon completion.
- **£78,007 overspend on supplies and services.** The largest variances relate to increased printing and postage costs for the year (£39,000) due to Royal Mail price rises and Court fees of (£37,500) - the significant increased cost is due to PCN debt registration to allow debt recovery.

5.3. For income budgets there is expected to be an over-recovery of **£231,256**. Variances within this include:

- **£74,586 over-recovery on additional Parking Permits/Season Tickets and Parking Charges income.** Increased resident and business permits are expected to generate an additional £64,956 compared to budget, and visitor permits to generate an additional £14,630. Season tickets are expected to under-recover by approx. £5,000.
- **£105,000 over-recovery on PCN's.** A trend has now been established, and it is anticipated to exceed budget as above.
- **£51,670 over recovery of income across other areas.** This is driven by ad hoc TRO work for local authorities and Essex County Council. This work is not factored into the budget so any work undertaken will improve the income position.
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NET EXPECTED OUTTURN FOR 2025/26 – SURPLUS TO BUDGET OF £189,240

6. NEPP Reserve Movements/Balance

6.1. The reserve opening balance at 31 March 2025 is £78,982. Based on an estimated surplus of £253,833 in 2025/26, the closing balance at 31 March 2026 is forecast to be **£332,815** (See *Appendix A* below).

7. Standard References

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

Appendix A

NEPP Financial Update - 2025/26 Expected Outturn

North Essex Parking Partnership (NEPP)							
2025/26 Budget Forecast							
April - December 2025							
		2025/26					
		Budget YTD (Profiled Month 1-9)	Actual YTD Spending (Month 1- 9)	Variance	Budget (Full Year)	Forecast Outturn (31 March 2025)	Variance
		£	£	£	£	£	£
Expenditure							
<i>Employee Costs (Direct)</i>							
Management	113,858	102,190	-11,669	159,322	142,157	-17,165	
CEOs & Supervision	1,336,241	1,310,489	-25,753	1,781,630	1,751,878	-29,752	
Back Office	333,743	340,256	6,512	444,975	465,085	20,110	
TRO's	177,277	184,194	6,917	236,400	246,088	9,688	
<i>Other Costs (Direct)</i>							
Premises / TRO Maintenance costs	80,327	75,293	-5,034	98,650	79,777	-18,873	
Transport costs (running costs)	42,773	43,013	240	61,030	64,568	3,538	
Supplies & Services	374,127	383,895	9,768	459,330	536,912	77,582	
Third Party Payments	8,438	4,840	-3,597	19,350	16,238	-3,113	
Bad Debts	0	0	0	70,000	70,000	0	
	2,466,784	2,444,169	-22,615	3,330,687	3,372,703	42,016	
Income							
Penalty Charges (PCNs)	-1,400,000	-1,411,368	-11,368	-2,100,000	-2,205,000	-105,000	
Parking Permits/Season Tickets	-868,208	-832,610	35,598	-1,157,900	-1,231,453	-73,553	
Parking Charges and other fees	-424,506	-416,884	7,622	-566,000	-567,033	-1,033	
Other income	-1,131	-55,122	-53,991	-1,500	-53,170	-51,670	
	-2,693,845	-2,715,984	-22,139	-3,825,400	-4,056,656	-231,256	
DIRECT COSTS (NET)	-227,061	-271,815	-44,754	-494,713	-683,953	-189,240	
CORPORATE OVERHEADS (INDIRECT)*		322,590	322,590	0	430,120	430,120	0
TOTAL COSTS	95,529	50,775	-44,754	-64,593	-253,833	-189,240	

*Note - Corporate Overheads pro rated for illustration (e.g. 9/12 at Month 9)

Forecast Movement on NEPP Reserve							



North Essex Parking Partnership

Joint Parking Committee

Meeting Date:	Thursday, 22 January 2026
Title:	NEPP Joint Committee Agreement Extension Report
Author:	Jake England, Interim Head of NEPP
Presented by:	Jake England

Essex County Council (ECC) intends to extend the operational period of the North Essex Parking Partnership (NEPP) Joint Committee by 12 months, ceasing on 31 March 2028 and aligning with the current Local Government Reorganisation (LGR) timeline in Greater Essex.

This report highlights the process to extend the operational period of the NEPP Joint Committee, stipulated under *The North Essex Parking Partnership Joint Committee Agreement 2022*, and requests the Partner Authorities to give their written consent to ECC by 20 February 2026.

1. Recommended decision

- 1.1. To agree to the Committee Members of the NEPP Joint Committee to return to their respective Partner Authority, seek consent to ECC's proposed 12-month extension of the NEPP Joint Committee to 31 March 2028 under *The North Essex Parking Partnership Joint Committee Agreement 2022*, and confirm their decision in writing to Jo Heynes, Head of Network & Safety at Essex Highways, and Jake England, Interim Head of NEPP, by 20 February 2026.

2. Reasons for recommended decision

- 2.1. To minimise disruption and ensure the continued delivery of the functions delegated by ECC to the NEPP Joint Committee under Appendix A of *The North Essex Parking Partnership Joint Committee Agreement 2022* in North Essex until 31 March 2028 (inclusive) when, thereafter, it is currently anticipated the functions will transfer to the new unitary authorities in Greater Essex to deliver.
- 2.2. To avoid further disturbing NEPP Officers delivering the functions of the NEPP Joint Committee. Terminating *The North Essex Parking Partnership Joint Committee Agreement 2022* on 31 March 2027, when it is anticipated the functions will transfer to the new unitary authorities in Greater Essex on 01 April 2028, will expose NEPP Officers to an additional 12-month period of potential stress, uncertainty, and significant change.

3. Introduction

- 3.1. Paragraph 3 of *The North Essex Parking Partnership Joint Committee Agreement 2022* states The Term and "Operational Period" of the NEPP Joint Committee.

- 3.2. With the Commencement Date of 01 April 2022, the Operational Period of the NEPP Joint Committee shall be five years. This takes the agreement up to 31 March 2027.
- 3.3. The Operational Period can be extended for an additional 12 months on three consecutive occasions, to a maximum term of eight years, with the written consent of all the Partner Authorities.

3. The Term

- 3.1 The Joint Committee shall be operational for a period of five years (“the Operational Period”) commencing on 1 April 2022 (“the Commencement Date”) unless, with the written consent of all the Partner Authorities, the Operational Period is extended for an additional 12 months on three consecutive occasions, to a maximum term of eight years.
- 3.2 The decision whether to extend the Operational Period shall be taken by the Council not less than fifteen months before the end of the Operational Period.
- 3.3 The Joint Committee’s consent must be obtained in writing to the proposed extension and shall be delivered to the Council not less than twelve months before the end of the Operational Period.

The North Essex Parking Partnership Joint Committee Agreement 2022

4. Proposal

- 4.1. The current timeline for LGR in Greater Essex anticipates Vesting Day of the new Unitary Councils on 01 April 2028.
- 4.2. It is the intention of ECC to extend the Operational Period of the NEPP Joint Committee under *The North Essex Parking Partnership Joint Committee Agreement 2022* by 12 months, from 31 March 2027 to 31 March 2028, to coincide with LGR Vesting Day in Greater Essex.

5. Risk and impact of ECC not extending the agreement

- 5.1. Under paragraph 3.2 of *The North Essex Parking Partnership Joint Committee Agreement 2022*, the Council (ECC) must decide whether to extend the Operational Period “not less than fifteen months before the end of the Operational Period”, i.e. 31 December 2025. Jo Heynes, Head of Network & Safety at Essex Highways, confirmed in writing on 24 December 2025 that ECC intends to extend the Operational Period by 12 months, from 31 March 2027 to 31 March 2028.
- 5.2. However, if ECC decide against extending *The North Essex Parking Partnership Joint Committee Agreement 2022*, the Operational Period will end on 31 March 2027 and the provisions which shall have effect on termination of the agreement are stated in Appendix C of the agreement. This includes, but is not limited to, implications concerning financial liability, transfer of staff, assets, and property.

6. Risk and impact of a Partner Authority not agreeing to the proposal or withdrawing from the NEPP Joint Committee

- 6.1. Under paragraph 3.1 of *The North Essex Parking Partnership Joint Committee Agreement* 2022, all Partner Authorities must consent in writing to the proposed extension of the Operational Period.
- 6.2. Under paragraph 3.3 of *The North Essex Parking Partnership Joint Committee Agreement* 2022, "the Joint Committee's consent must be obtained in writing to the proposed extension and shall be delivered to the Council [ECC] not less than twelve months before the end of the Operational Period", i.e. 31 March 2026. This will require each Partner Authority to provide their written consent – it is asked all Partner Authorities communicate their decision to consent to the extension by no later than 20 February 2026. That way, the appropriate report can be taken to the next NEPP Joint Committee meeting on Thursday, 19 March 2026, and official written notice given to ECC thereafter before 31 March 2026.
- 6.3. If a Partner Authority decides to withdraw from NEPP Joint Committee at any time, the delegated functions would still be delivered by the NEPP within the District and the NEPP Joint Committee could continue to fully function without a member from that Partner Authority if the Quorum for meetings of the Joint Committee is met, i.e. three members.
- 6.4. If most or all Partner Authorities decide against extending the NEPP Joint Committee by 12 months and is terminated completely, ECC would need to find an alternative delivery model for the functions currently delegated.

7. Standard References

- 7.1. The North Essex Parking Partnership Joint Committee Agreement 2022.



North Essex Parking Partnership

Meeting Date: 22nd January 2026
Title: Red Route (parking restrictions) Policy
Author: Shane Taylor, Interim Engineering Manager
Presented by: Shane Taylor, Interim Engineering Manager

This report presents a Policy for approval by the Joint Committee which details the practical applications of using red line parking restrictions whilst improving clarity, public accessibility and understanding. It should be noted that the Policy is a supplement to the Traffic Regulation Order Policy already in place.

1. Recommended Decision(s)

- 1.1 To agree the introduction and use of a new Policy for the use of Red Route (double and single red line parking control measures), detailed in Appendix A.

2. Reasons for Recommended Decision(s)

- 2.1 The NEPP continues to receive enquiries regarding red line parking control measures to prevent and control various parking practices across all areas of North Essex.
- 2.2 The policy introduces clearer expectations for applicants and explains how applicable measures can be used, whilst illustrating that intervention with this restriction type is not always suitable.

Supporting Information

- 3.1 This policy has been developed in consultation with officers of the NEPP and reflects the experiences of the Technical Team, who have introduced red lines at various sites in all partner authority areas.
- 3.2 This policy is intended to provide greater transparency for applicants and stakeholders and ensure consistency across the Partnership area, operating in conjunction with the main TRO Policy as additional guidance.
- 3.3 A copy of the policy is appended to this report and will be published on the NEPP website following approval.

4. Summary of key changes

- 4.1 The main purpose of the policy is to ensure clarity and to manage expectations regarding the practical applications of red lines on the public Highway and to highlight limitations on the use of the measures for all issues reported or encountered.

5. Standard References

5.1 Other than set out above, there are no references to the Development Plan; publicity or consultation considerations; or equality, diversity and human rights; community safety; health and safety implications.

6. Appendices

Appendix A: Red Route Policy Document



NORTH ESSEX

Red Route Policy

North Essex Parking Partnership

Prepared by: Shane Taylor

Job Title: Interim Engineering Manager

Prepared on: 31 July 2025

Version: 1.2



In partnership with:



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Introduction

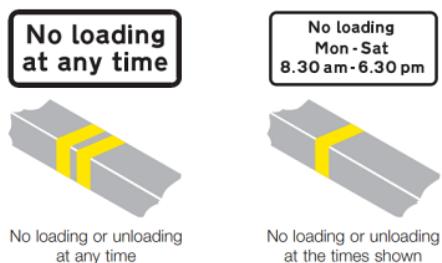
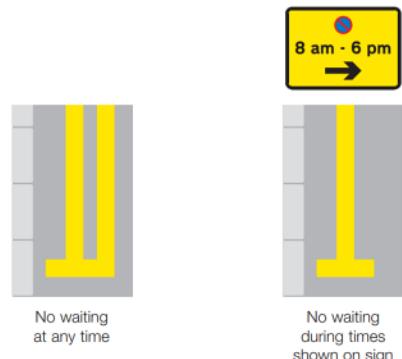
This document outlines the purpose and application of red route restrictions, providing guidance for partner organisations on their use, benefits, and alternative measures. It aims to support informed decision-making when considering traffic management measures.

Background

Waiting & Loading Restrictions

Traditionally, waiting and loading restrictions have commonly been used to manage parking and traffic flow. These restrictions are indicated by yellow lines, and apply to the carriageway, pavement and verge. Waiting and loading measures can be limited in their effectiveness, particularly in areas requiring more visible and enforceable restrictions.

Yellow lines on the highway indicate waiting restrictions. You may stop to load or unload, and to allow passengers to board or alight, unless loading restrictions are also in place (as described below). Double yellow lines mean no waiting at any time, unless seasonal restrictions are indicated on adjacent signage. Single yellow lines mean no waiting at the times indicated on nearby signage.



Loading restrictions are indicated by yellow markings on the kerb or edge of the carriageway. Again, a double kerb marking indicates no loading at any time, whilst a single kerb marking means no loading at the times indicated on adjacent signage. Vehicles may stop whilst passengers board and alight.

School Clearway Restrictions

School keep clears and associated yellow lines are typically used around schools. These restrictions are time-limited and require physical enforcement, which can be resource-intensive and less effective in preventing verge or footway parking.



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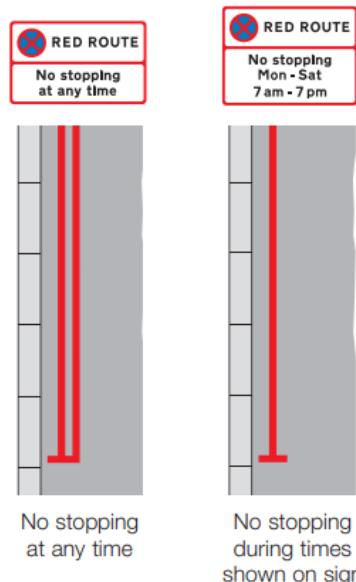
Red Route Restrictions

Definition and Use

Red routes, which indicate no stopping, are increasingly used where traditional restrictions, such as no waiting and no loading, are not appropriate. This is typically where the free flow of traffic is paramount, such as near schools, junctions, or to assist large vehicle access such as refuse freighters and buses. They are especially effective in deterring inconsiderate parking and can be enforced using approved devices (CCTV).

'No Stopping' includes stopping to park, load/unload or to board and alight from a vehicle, as with Clearway restrictions which are commonly found in all Partnership areas. A red route traffic regulation order (TRO) should permit a licensed taxi, or driver of a vehicle displaying a blue badge, to stop to collect or set down a disabled person. Drivers of other vehicles should not stop for any purpose other than an emergency or breakdown.

Similarly to yellow lines, double red lines indicate no stopping at any time, whilst a single red line means no stopping at the times indicated on adjacent signage. These restrictions apply to the carriageway, pavement, and verge. Within a red route there may be separately lined bays in which loading or parking is permitted, though this will again be indicated by nearby signage.



Advantages and Disadvantages

Red lines form part of a limited list of restrictions (including school keep clears and bus stops) which can be enforced by an approved device (CCTV). This could be either a fixed camera, or one attached to an approved vehicle. CCTV enforcement enables Civil Enforcement Officers to take immediate action if a contravention is detected, **making enforcement more efficient**. Red routes also tend to offer a **more visible deterrent**, which is effective against careless and inconsiderate parking. Red routes also **require less road space and maintenance**, without the need for kerb markings or additional signage. These efficiencies make the measures **more cost-effective** in the long-term.

However, the materials required for red routes – including the paint – do have **higher initial costs** than alternative measures, especially if CCTV equipment needs to be purchased. They also **require careful planning to avoid isolated or unjustified installations**.

Applications for New Measures

When considering requests for red route restrictions, NEPP will consider practical implications such as introduction costs (planning, advertising and installation), enforcement options, surrounding restrictions, and long-term maintenance needs. These will be weighed up against other measures, such as yellow line equivalents. Red route restrictions should be considered where traditional measures are ineffective or difficult to enforce, for example:

New School Sites

Red lines offer better enforcement and visibility than yellow lines, especially when paired with CCTV vehicles or fixed cameras. This is illustrated in appendix one. Whilst CCTV enforcement can be utilised for school keep clear markings, this does not extend to any accompanying yellow lines and, unlike red lines, they do not prevent parking on verges or footways. This would mean the presence of a Civil Enforcement Officer would still be required to issue penalty charge notices to vehicles in contravention but, in essence, officers tend to act as traffic marshals in these locations. The introduction of red line restrictions at new school sites allows a CCTV vehicle to be utilised for all measures in place, acting as a more visible deterrent for those who may be inclined to contravene and park in an anti-social or dangerous manner.

Red line measures are also cheaper to install and maintain, as a line requires less road space and paint than a typical school keep clear. Lines also witness less vehicular traffic and subsequent wear than a school zig zag.

However, when considering school-based parking issues, sterilisation of all parking should not be encouraged as some road-based parking does serve to manage traffic flow and speed.

Note: Requests to convert existing school sites to red lines should be referred directly to Essex Highways, who are in the process of reviewing existing measures as part of their Healthy School Streets programme (example shown in appendix two). This organisation has the resources required – including access to data on traffic flow, parking and accident data – to assist in determining which sites require, and would benefit from, an update.

Built-up Areas/Housing Developments

Some larger, built-up developments can suffer with access issues for large vehicles, such as refuse trucks. These areas can benefit from red route restrictions to act as a deterrent. One such example is illustrated in appendix three for The Square, Loughton. This housing estate is near a tube station, as well as having the presence of school restrictions in the direct vicinity. Red route installation allowed for effective, efficient CCTV enforcement.



Replacement of Existing Measures

The NEPP are witnessing a rise in the number of requests for conversion of existing measures to red route equivalents. Unlike a new site request, we must apportion additional costs to the conversion of existing measures.

Whilst the processing costs of a red route TRO conversion will be comparable with a new site request, there are significant costs involved initially in the preparation of the road surface. All existing lines will need to be removed beforehand and cannot be overlayed with new measures, as this would significantly reduce the longevity of lines and lead, in most cases, to a relatively rapid erosion of new markings. In these cases, hydro (high pressure water) or sand blasting will need to be utilised to return the Highway to a “blank canvas” state. Traffic management would also be required due to the machinery used in this process, to manage and prevent risks and to preserve the safety of Highway operatives. The additional cost (above those associated with a new site TRO) would be more than £3200 *per day*; consisting of £2500 for removal and £700 traffic management costs.

Alternatives

There are some existing alternatives which should be considered alongside red routes when planning highway changes. In some cases, these may be more beneficial when the processing costs are considered to outweigh the advantages.

- Enhancing existing no-waiting restrictions with the addition of no-loading measures.
- Healthy School Streets Programme: managed by Essex Highways, this initiative reviews and upgrades school-related restrictions using data-driven approaches (e.g. Millfields School, Wivenhoe, appendix two).
- Essex Act Enforcement: There are sometimes pressures to utilise red route measures to prevent verge-based parking, however alternative legislation – the Essex Act - is available for use and is provided at a cost to the applicable landowner. If red route measures are desired, this can be arranged if external funding is available.

Conclusion

Red route restrictions offer a modern, efficient-to-enforce solution to traffic and parking challenges, particularly in sensitive or high-traffic areas. While not universally applicable, they provide a valuable alternative to traditional measures when used strategically and supported by appropriate enforcement mechanisms.



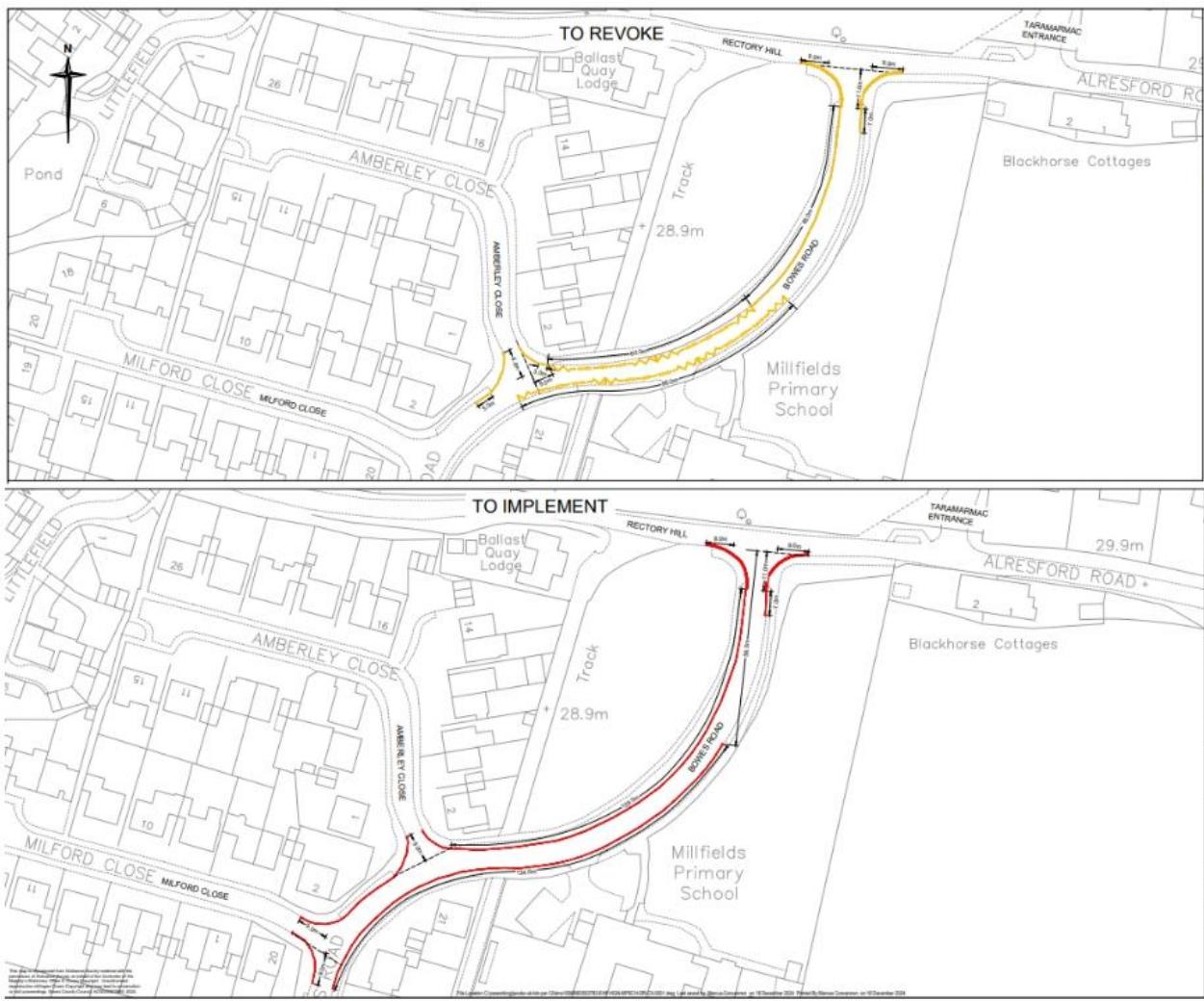
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Appendices

Appendix 1 - Kettle Street - Colchester



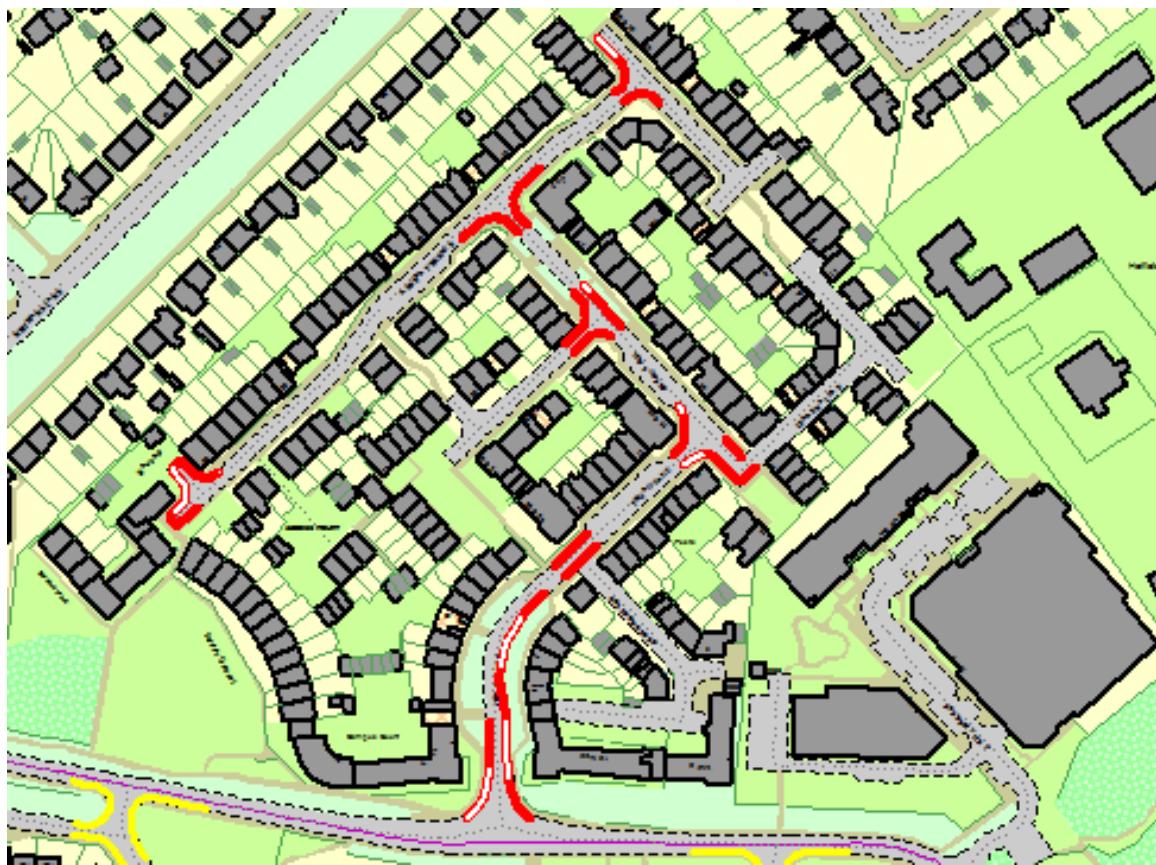
Appendix 2 - Millfields School - Wivenhoe



Appendix 3 - The Square - Loughton

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North Essex Parking Partnership

Joint Parking Committee

Meeting Date: Thursday, 22 January 2026

Title: Pavement Parking Update

Author: Jake England, Interim Head of NEPP

Presented by: Jake England

This report seeks to update the North Essex Parking Partnership (NEPP) Joint Committee on the topic of pavement parking, following the recent publication of a report by the Department for Transport (DfT) that responds to a national public consultation hosted in 2020.

1. Recommended decision

- 1.1. To note the original *Managing pavement parking* consultation and the full outcome *Pavement parking options for change: government response*.

2. Reasons for recommended decision

- 2.1. For good governance, awareness, and consideration of the local impact.

3. Background

- 3.1. Currently, local authorities in England (outside London) can enforce against pavement parking where:

- vehicles are parked in contravention of existing waiting restrictions (for example, yellow lines, which also apply to the pavement and verge)
- a designated prohibition has been implemented through a TRO and prescribed, or authorised, traffic signs and bay markings
- the vehicle parked is a 'heavy commercial vehicle' with an operating weight of over 7.5 tonnes

- 3.2. 'Pavement' in this document means the part of a highway which shares its border with the carriageway (road) on which there is a public right of way on foot. This is the more commonly used term for that part of the road referred to in legislation as the 'footway.' This is distinct from a 'footpath', which does not border a road.

4. Managing pavement parking consultation

- 4.1. From 31 August 2020 to 22 November 2020 (dates inclusive), the DfT proposed options to tackle pavement parking at a local authority or national level.
- 4.2. The DfT consultation asked whether a change of existing pavement parking legislation should occur, and it proposed three options:
 1. Improving the Traffic Regulation Order (TRO) process, under which local authorities can already prohibit pavement parking.

2. A legislative change to allow local authorities with civil parking enforcement powers to enforce against 'unnecessary obstruction of the pavement'.
3. A legislative change to introduce a London-style pavement parking prohibition throughout England.

5. Pavement parking options for change: government response

- 5.1. On 08 January 2026, the DfT published an outcome to the original *Managing pavement parking* consultation, titled *Pavement parking options for change: government response*.
- 5.2. The DfT received 15,381 responses to the consultation from individuals, local authorities, businesses and other organisations.
- 5.3. The DfT stated that delivering a permanent, devolved solution on pavement parking requires primary legislation followed by the development of a regulatory framework governing how devolved solutions on pavement parking are to be implemented and they will look to legislate on this at the next available opportunity.
- 5.4. In the meantime, the DfT has acknowledged that pavement parking is a problem today, local authorities want to address this for their communities, and the Government will proceed with option 2 – providing local authorities with the power to enforce against unnecessary obstruction of the pavement.
- 5.5. The Highways Act 1980 is the current primary legislation that defines obstruction of highways and streets. Part 9, Section 137 states:

"If a person, without lawful authority or excuse, in any way wilfully obstructs the free passage along a highway he is guilty of an offence and liable to [imprisonment for a term not exceeding 51 weeks or] a fine [or both]."

6. Next Steps

- 6.1. The DfT stated that this civil enforcement power will be delivered in due course through secondary legislation and will not require additional traffic signage.
- 6.2. Lillian Greenwood MP, Parliamentary Under Secretary for Transport, stated secondary legislation will be introduced in 2026.
- 6.3. The DfT clarified that this civil enforcement power will sit alongside existing Traffic Regulation Order (TRO) powers, enabling councils to enforce pavement parking restrictions both where TROs are in place and in other areas where obstruction occurs.
- 6.4. The DfT will issue statutory guidance to support local authorities in using this civil enforcement power.

7. Impact on the NEPP

- 7.1. Until the secondary legislation and statutory guidance are published, the impact on the NEPP is unknown.
- 7.2. Once known, the impact will be reported to the NEPP Joint Committee.

8. Standard References

- 8.1. The original consultation and full outcome can be viewed online at:
<https://www.gov.uk/government/consultations/managing-pavement-parking>
- 8.2. The Highways Act 1980:
<https://www.legislation.gov.uk/ukpga/1980/66>

8.3. The statement of Lillian Greenwood MP, Parliamentary Under Secretary for Transport:

<https://questions-statements.parliament.uk/written-statements/detail/2026-01-08/hcws1226>



NORTH ESSEX

Meeting Date: 22nd January 2026

Title: Essex Act (verge parking) Policy

Author: Shane Taylor, Interim Engineering Manager

Presented by: Shane Taylor, Interim Engineering Manager

This report presents a Policy for approval by the Joint Committee which details the practical applications of using the Essex Act, whilst improving clarity, public accessibility and understanding. It should be noted that the Policy is a supplement to the Traffic Regulation Order Policy already in place.

1. Recommended Decision(s)

- 1.1 To agree the introduction and use of a new Policy for the Essex Act, detailed in Appendix A.

2. Reasons for Recommended Decision(s)

- 2.1 The NEPP continues to receive enquiries regarding verge parking and preventative measures, as this practice which often obstructive in nature, damages grass verges, and increases repair costs which are then borne by the owner, usually Essex County Council.
- 2.2 The policy introduces clearer expectations for applicants and a more structured assessment process; providing costs associated for supplying the service.

3. Supporting Information

- 3.1 This policy has been developed in consultation with officers of the NEPP and reflects the experiences of the Technical Team, who have introduced the Essex Act at numerous sites.
- 3.2 This policy is intended to provide greater transparency for applicants and stakeholders, streamline internal processes, and ensure consistency across the Partnership area, operating in conjunction with the main TRO Policy as additional guidance.
- 3.3 A copy of the policy is appended to this report and will be published on the NEPP website following approval.

4. Summary of key changes

- 4.1 The main purpose of this policy was to ensure clarity and to manage expectations.
- 4.2 Along with the Policy document, a pricing index (detailed within Policy) to reflect the charges associated with the introduction of the Essex Act will be available on the NEPP

website following approval.

4.3 It is the intention of the NEPP to direct Essex Act enquiries to an application form to allow requests to be received and processed, ensuring that a data trail is present, in a similar manner to the TRO application process.

5. Standard References

5.1 Other than set out above, there are no particular references to the Development Plan; publicity or consultation considerations; or equality, diversity and human rights; community safety; health and safety implications.

6. Appendices

Appendix A: Essex Act Policy Document



Essex Act Policy

North Essex Parking Partnership

Prepared by: Shane Taylor

Job Title: Interim Engineering Manager

Prepared on: 29 July 2025

Version: 1.2



In partnership with:



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Essex Act Definition

The Essex Act 1987 allows for the prohibition of parking on grass verges, via installation of signage and subsequent civil parking enforcement, without the need for a Traffic Regulation Order (TRO). Below is an extract from the Essex Act 1987, Part III, Highways and Streets;

Grass verges etc.

6.- (1) This section applies to any of the following land in a district which, being in, adjoining or accessible from a highway, is mown or otherwise maintained in an ornamental condition:-

(a) a grass verge, garden, lawn or green managed by a local authority; or

(b) land laid out as a public garden or used for the purpose of public recreation which is vested in a person other than a local authority.

(2) (a) A local authority may by notice prohibit, either entirely or at such times or on such days as may be specified in the notice, doing any of the following things on land to which this section applies:-

(i) driving, riding or leaving vehicles on the land:

....

(b) A parish council shall not exercise the powers of this section in relation to any land forming part of the highway without the consent in writing of the county council.

(6) A person who, without reasonable excuse, contravenes a notice displayed under this section shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(7) (a) If a vehicle is left on any land in contravention of a prohibition under subsection (2) (a) above, the local authority may cause the vehicle to be removed.



In partnership with:

Essex Act Usage and Enforcement

The installation of Essex Act measures can be facilitated in agreement with the applicable landowner if the criteria of the Act, as illustrated in section one, are met. This subsequently allows civil parking enforcement to take place against contravening vehicles and does not require a traffic regulation order (TRO) to facilitate changes, making it a useful remedy and relatively simplistic to install when compared with alternative measures.

Before proceeding with installation of Essex Act signage, full consideration must be given to the displacement of vehicles from these areas and the negative impact that it may have on the Highways network, creating or exacerbating issues such as obstruction or danger to other road users. There must also be an acceptance that enforcement of Essex Act would be deemed a low priority compared to other measures in place on the Highway, such as those which relate to safety and congestion. It should be noted that enforcement may not be as readily available or frequent as desired, and there will be some reliance on motorists adhering to any restriction in place.

Use of Essex Act measures would not be appropriate where other measures, such as double yellow lines, are already present on the Highway, as these would allow for enforcement of verge parking behind the restrictions in any case.

Requests for Essex Act

A request can be made by any person(s), agency or company. However, as with TRO applications, there is an expectation that locally led enquiries are conducted to ensure that political representatives, such as Parish & Town Councils, as well as Essex County or District/City Councillors for a particular area, are appraised of any request.

In order to satisfy audit and financial enquiries, an application form will be created to ensure that request details, including funding, can be recorded. Once created, this form will be available at <https://north.parkingpartnership.org/applications/> - this guidance document will then be updated accordingly.

In the interim, requests should be emailed to techteam@colchester.gov.uk, providing details of the location and local political representatives in support of the measures.



In partnership with:



Costs Matrix

There are various costs associated with the introduction of Essex Act measures, including purchase and installation of signs, posts and changes to mapping databases. These costs will not be funded by NEPP – they must be sought and accepted by the landowner or applicant prior to installation. A table of costs is included below.

Item	Price (exc. VAT)
Grey or black 3m post, supply and install	£125.00
Grey or black 1.5m post, supply and install	£125.00
Additional existing post removal (damaged)	£40.00
ParkMap Configuration Costs	£50.00 per hour
Verge signs (each, including 2x fixing brackets)	£35.00
Installation Costs (10 signs per hour)	£30.00 per hour

The costs detailed above are reflective of the charges levied by our contractors for post supply and installation, and the production of signage. The remaining costs are reflective of the NEPP's staffing requirements.

The introduction of Essex Act measures is not a statutory function, thus it is not deemed to be a priority above business-as-usual services undertaken by the NEPP, such as payment machine maintenance or ensuring compliance of existing on-street parking control measures. Essex Act signage will therefore be installed when officers are in the relevant area undertaking priority duties. Any requirement to have Essex Act measures installed as a priority, outside of usual working patterns, will attract additional costs to cater for officer expenses.

Examples of Essex Act Measures in Place





North Essex Parking Partnership

Meeting Date:

22 January 2026

Title:

Forward Plan 2025-2026

Author:

Owen Howell – Democratic Services, Colchester City Council

Presented by:

Owen Howell – Democratic Services, Colchester City Council

This report concerns the 2025-26 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 2025-26, and;
- 1.2 To note and approve the the dates for Joint Committee meetings to be held in 2026-27.

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.
- 3.2 The following dates are proposed for the Joint Committee to meet in 2026-27. These will avoid clashes with school holidays, and give a more even spacing between meetings than previous years:

Client Officer Meeting date	Joint Committee date
4 June 2026	18 June 2026 [already approved]
10 September 2026	24 September 2026
26 November 2026	10 December 2026
4 March 2027	18 March 2027
10 June 2027	24 June 2027

4. Appendices

4.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2025-26.

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	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 Tendring District Council Traffic Regulation Orders [TROs] Suggestions for variations to the NEPP Agreement, from NEPP partners Forward Plan 2025/26	Hayley McGrath (CCC) Hayley McGrath (CCC) Paul Atkinson (CCC) Danielle Wood (PP) Jake England (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	30 October 2025, 10am Microsoft Teams - online.	13 November 2025 1.00pm, Venue: Epping Forest District Council's Civic Offices (CM16 4BZ)	Technical report & Traffic Order Regulation Prioritisation Financial Report TRO Policy Clarification Forward Plan 2025/26	Shane Taylor (PP) Caroline Parker (CCC) Danielle Wood (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	8 January 2026 – 10am Microsoft Teams - online	22 January 2026 1.00pm Venue: Uttlesford District Council's offices (CB11 4ER)	NEPP Financial Update Essex Act Policy Red Routes Policy Forward Plan 2025/26 and 2026/27 Dates	Wayne Layton (CCC) Shane Taylor (PP) Shane Taylor (PP) Owen Howell (CCC)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On Street Parking	5 March 2026, 10am Microsoft Teams - online	19 March 2026 1.00pm, Venue: Essex Hall, Clacton Town Hall, Clacton-on-Sea CO15 1SE	NEPP Financial Update and Budget 2026-27 NEPP Business Plan Braintree District on-street paid parking Forward Plan 2025/26	Wayne Layton (CCC) Jake England (PP) Shane Taylor (PP) Owen Howell (CCC)
Joint Committee for On Street Parking	4 June 2026, 10am Microsoft Teams - online	18 June 2026 1.00pm, Venue: Colchester Town Hall, High Street, Colchester	Annual Governance Review and Internal Audit Annual Review of Risk Management Update on LGR risk management NEPP Financial Update Forward Plan 2026/27	Hayley McGrath (CCC) Hayley McGrath (CCC) Jake England (PP) Hayley McGrath (CCC) Wayne Layton (CCC) Owen Howell (CCC)

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