



North Essex

Parking Partnership

North Essex Parking Partnership Meeting

**Grand Jury Room, Town Hall, High
Street, Colchester, CO1 1PJ
Thursday, 01 October 2026 at 10:30**

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:-
TBC

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

Councillors will be asked to say if they are attending on behalf of a Joint Committee member who is absent.

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!

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 Page 4 of 64 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.

5 Minutes of Previous Meeting

The Councillors will be invited to confirm that the minutes of the meeting held on 18 June 2026 are a correct record.

NEPP Joint Parking Committee Minutes 18 June 2026

7 - 12

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 Traffic Regulation Order and Application Decision Report

13 - 20

-This report seeks a decision to either approve, defer or reject Traffic Regulation Order proposals from the list of applications that have been received on behalf of our local authority members for the 2027 works programme.

- For member information, the report also highlights other traffic regulation order work performed by the Technical Team during 2026.

8 NEPP Financial Update – 2026/27 M5 Position

21 - 24

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

9 Permits, Fees and Charges report

25 - 32

- The report requests that the Joint Parking Committee agrees the fee and permit proposals up to 31 March 2030 as set out in the report. This is the last operational date possible in the current NEPP agreement.

- At the time of writing this report, Local Government Reorganisation in Essex has been halted. It is unclear what effect this process will have on the operational timelines outlined in the report.

- The Joint Parking Committee is asked to agree that the Convenience Fee for use of the MiPermit payment system is passed to the customer at all NEPP on-street paid parking locations and that the Convenience Fee is included into the tariff amount for all on-street locations.

- The Joint Parking Committee is asked to approve the reintroduction of third resident permits in the Colchester City area, with the caveats outlined in this report.

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| 10 | Workforce Planning | 33 - 38 |
| | <p>The report provides an update on the current NEPP structure and requests that the Joint Committee approves the NEPP budgeting for, and recruiting, additional officers (3 additional Civil Enforcement Officers and a Data Analyst). A temporary Notice Process Officer has also been recruited on internal secondment.</p> | |
| 11 | Update on Local Government Reorganisation and progress on NEPP Agreement amendments | 39 - 42 |
| | <p>The Joint Committee will consider a report which updates in on the impact of Local Government Reorganisation (LGR) on the NEPP Joint Committee Agreement 2022 ("the agreement"), following the recent announcement that the proposal for five Unitary Councils in Greater Essex has been withdrawn, including the 12-month extension and the proposed wording amendments of the agreement.</p> | |
| 12 | Forward Plan 2026-2027 | 43 - 46 |
| | <p>This report concerns the 2026-27 Forward Plan of meetings for the North Essex Parking Partnership.</p> | |
| 13 | Exclusion of the Public (not Scrutiny or Executive) | |
| | <p>In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).</p> | |

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

18 June 2026 at 1.00pm

Grand Jury Room, Colchester Town Hall

Members Present:

Councillor Mick Barry (Tendring District Council)
Councillor Martin Goss (Colchester City Council)
Councillor Neil Hargreaves (Uttlesford District Council)
Councillor Nicky Purse (Harlow District Council)
Councillor Peter Schwier (Braintree District Council)
Councillor Ken Williamson (Epping Forest District Council)

Substitutions:

None.

Apologies:

None given. [But apologies given from Essex County Council, who were yet to appoint a Joint Committee member]

Also Present:

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

237. Appointment of Chair for 2026-27

RESOLVED [unanimously] that Councillor Nicky Purse be appointed Chair of the Joint Committee for 2026-27.

238. Appointment of Vice Chair for 2026-27

RESOLVED [unanimously] that Councillor Neil Hargreaves be appointed Vice Chair of the Joint Committee for 2026-27.

239. Minutes of previous meeting

RESOLVED that the minutes of the meeting held on 19 March 2026 be approved as an accurate record.

240. Annual Governance Review and Internal Audit

Hayley McGrath, Service Director – Governance (Colchester City Council), explained her role in working for the Joint Committee to ensure that any issues raised about the North Essex Parking Partnership [NEPP] were resolved. There was no formal requirement for a formal governance review, but these were carried out as being best practice. The review process was detailed, alongside the Annual Governance Statement [AGS], including any issues raised by Colchester City Council's external auditors. No issues had been raised in regard to the NEPP.

The internal audit report was examined, as prepared by Colchester City Council's internal auditors, TIAA. The NEPP had received consistent ratings of 'reasonable' or 'substantial' assurance. Owing to consistently good performance over time, internal audit reviews were carried out on a biennial basis, rather than annually.

Two recommendations from the previous audit were covered, involving cash collection and the displaying of policy information on the NEPP's website. There were now minimal issues regarding cash collection, as only two collection machines were currently operated by the NEPP, whilst the website had been updated to show the policies called for in the second of the two recommendations made.

The Committee asked what had led to only two cash collection machines now being in operation. Danielle Wood, Group Development Manager, explained that these were operated for off-street parking in Coggeshall, due to a significant reduction in numbers over recent years. The intention was to discuss with Braintree District Council the possibility of shutting down these two remaining machines.

A Committee member noted that the report showed the NEPP's governance framework as being 'partially in place', raising concern that it was not 'fully' in place. An explanation of the wording on this point in the report was requested. The Service Director (Governance) explained that, following work done after this rating, the new assessment would be that the governance framework would be considered as being fully in place, following audit findings.

RESOLVED that the JOINT COMMITTEE: -

- a) Notes the Annual Governance Review of the North Essex Parking Partnership (NEPP), and;
- b) Has considered the progress on implementing Internal Audit recommendations for the North Essex Parking Partnership.

241. Annual Review of Risk Management

Hayley McGrath, Service Director – Governance (Colchester City Council), explained the differences between operational risk, as managed by the NEPP, and strategic risk, as owned by the Joint Committee. Although there was no formal requirement, it was good practice to have a strategic risk register, regularly reviewed, and a risk management strategy. Having these things would often be useful, and they would need to be shown in instances of external funding being sought.

No process changes were recommended, but some terminology updates had been drafted, including changes to job titles. Previous reports had only shown one risk score on the register. This had been altered to show two; one being the unmitigated score and the second being the mitigated rating. Risk appetite levels were also now shown. Only 1.29 [Economic sustainability risk] remained above the organisation's appetite level even after mitigations. This was due to the nature of the risk and was due to the overall economic environment.

Risk 1.25 [Failure to return to break-even] had seen a situational change, with the NEPP in a better financial position. It was recommended that this risk be retained on the register at this time, with amended wording, whilst it was ascertained whether the better financial position was continued.

Slight wording amendments were recommended for 1.26 [Workforce resilience risk] and 1.27 [Recruitment difficulties], with the risk rating of 1.27 falling slightly.

Officers were asked what assumptions were being made about the 2026-27 staff pay award. Jake England, Service Director – NEPP, laid out that pay was decided in the Colchester City Council pay award. A rise of 2.5% was budgeted for in this year. Past pressures on pay had been absorbed by vacancy factors, to a great degree. If there were no vacancies in 2026-27, the NEPP would need offsetting strategies, leaning towards a range of smaller savings, rather than a few larger cuts. The National Joint Council decision on pay was a good indicator as to the award that Colchester City Council would make. This would be brought to the Joint Committee if it proved to be a concern.

A Committee member ventured that Colchester City Council had underbudgeted on pay for the past three years, and argued that the award would not be likely to be 2.5%, with evidence of a higher proposed award being rejected by the union working with one of the other partner councils [Uttlesford]. Officers were asked if a reserve could be held, to reduce the related risk down to Amber. The Service

Director – NEPP offered to discuss this with their finance business partner but was happy to implement such a reserve. In past years, where the pay award had been known, the NEPP had added this to its financial forecast.

Regarding the economic sustainability risk, a Committee member asked what risks faced the individual partners, and whether most of them related to Colchester City Council. The Service Director – Governance explained that the City Council held all employment and insurance risks, but urged other partners to consider other non-financial risks, such as reputational risks from parking related issues and their management. The Partnership's future was not currently at risk, but partners could pull out, so it was bet to consider the full range of risks in case any partners withdrew and had to have parking management whilst being outside the NEPP.

The Committee discussed the current method for a partner to withdraw from the NEPP, and the conditions which included a 12-month notice period and difficulties caused by this having to be triggered before annual accounts could be provided. It was noted that this was still being addressed, with changes to the NEPP Agreement being sought.

More information on Local Government Reorganisation [LGR] was expected in coming months. The Service Director – Governance informed the Committee that the interim risk report could come to the Joint Committee after six months. It was suggested that the Committee have a standing item on LGR matters for each agenda, with LGR briefings for the Committee. The Structural Change Order was expected around November. This could be agreed under the Forward Plan item.

RESOLVED that the JOINT COMMITTEE: -

- a) Endorses the Risk Management Strategy for 2026/27, and
- b) Agrees the Strategic Risk Register, subject to any requested amendments.

242. NEPP Financial Update – 2025/26 Outturn & 2026/27 M2 Position

Jake England, Service Director – NEPP, explained that Jack Burton was the new Senior Business Partner at Colchester City Council's Finance Team. The NEPP reserves had now almost reached the level of £400k that was stipulated in the NEPP Agreement. The Committee welcomed the improvement into surplus. A member argued that the NEPP partners should lobby for local control to be given over the setting of PCN [penalty charge notice] levels. The Service Director noted that all local authorities had experienced difficulties, but that the NEPP had made early savings from centralization, with a reduction in positions and the dropping of some non-statutory services. Savings and efficiencies continued to be chased.

Better use of data and information had helped the NEPP to stay ahead of issues, whilst much effort had gone into lobbying government by the LGA [Local Government Association] and BPA [British Parking Association]. The PCN model they proposed was similar to that in place for central London, seeking permission for joint committees to set the cost of PCNs. Bournemouth, Christchurch and

Poole were trialing increased PCN fines. This required much preparation, including increased signage. One trial was held last year, with another coming this year. A positive impact had been found, with increased compliance whilst car parks remained in full use. Differential ticket charges were used in different areas. BCP Council had discussed with ministers the need to be able to conduct differential pricing to address area-specific issues. The second trial would seek to confirm the findings of the first trial.

Officers were thanked for their work to turn around the financial situation at the NEPP.

RESOLVED that the JOINT COMMITTEE notes the 2025/26 Outturn and the Month 2 2026/27 year-to-date (YTD) financial position, and the impact of the Parking Reserve balance.

243. Forward Plan 2026-2027

The Committee voiced a number of views supportive of moving Joint Committee meeting start times to 10:30am, with tea, coffee, biscuits or light snacks provided instead of a lunchtime buffet, and a number of members gave support to the proposal to fix the meeting venue, rather than continuing the touring of the partner councils for meetings of the Joint Committee, with a proposal given that the venue for all meetings be changed to Colchester. Reasons for this included improving public access to meetings, technical considerations for livestreaming and remote participation of officers and members of the public, and to avoid lengthy journeys to venues to the East or West of the NEPP area.

The Joint Committee agreed that it would be sensible to have a standing item on LGR at each of its future meetings, to aid with guidance and help the Committee understand developments. A Committee member asked if it would be possible for officers to draft a position paper on the logicity of continuing the NEPP service for the future 'West Essex' unitary council, as well as for the 'Northeast Essex' unitary council, as otherwise the West Essex Council would need to set up a parking service from scratch. This might potentially give job security to NEPP officers. Jake England, Service Director – NEPP, gave his view that past conversations in Joint Committee meetings seemed to indicate support for the NEPP to continue its work, and informed the Committee that Pam Donnelly, Chief Executive Officer of Colchester City Council, was aware of this. It was not known if the South Essex Parking Partnership [SEPP] partners felt likewise, and the Service Director stated it would be worth him and Jo Heynes, Client Officer of Essex County Council [ECC] discussing this with the SEPP and then bringing an update to the Joint Committee. The Service Director described the continuation of the NEPP as a 'quick win' for the new councils, continuing the service whilst those councils decided if they wished to take parking services in-house.

A Committee member asked the Service Director - NEPP to consult on strategic risks, including the LGR effects on contracts going forward, factoring in the notice period of 12 months for partners who wished to leave the NEPP. The Service Director – NEPP noted that all Client Officers could represent their organisation's views on LGR, and the Committee reports would aim to reflect these.

The request to extend the current NEPP Agreement by 12 months was raised, with the Service Director explaining that this currently sat with ECC, awaiting some financial data from the NEPP. There was a complication in that the Agreement related to delegation of powers from ECC to the Joint Committee, and that LGR would mean all of the partner organisations would cease to exist. Conversations would need to be held with the incoming new local authorities. The NEPP was steward of the services provided, so views would be needed from the shadow authority members, once elected. A Committee member asked if a further 12 month extension would be needed. The Service Director clarified that a new Agreement would be needed, signed by the new unitary councils and drafted between their legal teams. A Committee member argued that this showed the need to get agreement to the amended terms of the NEPP Agreement, which had been drafted and were with ECC's Legal Team, to help address LGR changes.

RESOLVED that the JOINT COMMITTEE approves the North Essex Parking Partnership Forward Plan for 2026-27, subject to the change of Joint Committee meeting times to now commence at 10:30am, and for the venue to be switched to be Colchester for each meeting.



North Essex Parking Partnership

Meeting Date: 1st October 2026

Title: Traffic Regulation Order and Application Decision Report

Author: Shane Taylor – Engineering Manager

Presented by: Shane Taylor – Engineering Manager

-This report seeks a decision to either approve, defer or reject Traffic Regulation Order proposals from the list of applications that have been received on behalf of our local authority members for the 2027 works programme.

- For member information, the report also highlights other traffic regulation order work performed by the Technical Team during 2026.

1. Recommended Decision(s)

1.1 The Joint Committee is requested to:

- a) Prioritise 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) Note 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) Note 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) Note the new schemes NEPP has advertised in 2026 via the JPC process, in Appendix C.
- e) Note the new schemes NEPP has advertised in 2026 outside the JPC process (externally funded), in Appendix D. The list also includes other work funded externally such as lining.
- f) Note the new Essex Act requests that have been received (externally funded) in 2026, detailed in Appendix E.

2. Reasons for Recommended Decision(s)

- 2.1. To allow NEPP officers to draft prioritised Traffic Regulation Orders. These would be advertised during 2027.

- 2.2. To allow partner authority officers to advise applicants of the outcome of their applications if updates are requested or sought.

3. Alternative Options

- 3.1 The NEPP Joint Committee does not prioritise any proposals. The result of this will be that no new proposals from the list are advertised unless the NEPP Chairman delegation is used for specific proposals. The estimated costs of each proposal are shown in the report.
- 3.2 It should be noted that Partner Authorities may wish to fund individual schemes themselves if the JPC do not approve them, and this may include those that do not meet the current Traffic Regulation Order policy and scoring methodology. Externally funded Traffic Regulation Orders are not subject to the current NEPP Traffic Regulation Order Policy but the cost to deliver these would need to include any officer time associated with the delivery of the scheme. Examples of the use of this process can be seen in some of the schemes in Appendix D.

4. List of applications by authority

- 4.1 The proposals that meet the NEPP scoring criteria are shown in Appendix A. These applications have been scored by a NEPP officer against the agreed criteria and so are consistent across the NEPP area. This officer score is shown along with a predicted cost to implement the scheme. It is not the purpose of new traffic regulation orders to generate income. Nonetheless, it is unlikely that many of the proposed schemes will generate an overall surplus for NEPP in the short term.
- 4.2 Proposals that have not met the scoring criteria are also shown in Appendix B, for full transparency.
- 4.3 Minimal details are provided in the table as Members of the committee can view all application and scheme information and to interrogate individual applications in any area if they wish to do so through the NEPP Member SharePoint site. The client officers for the area where the application is concerned have been sent officer reports through the year on the proposed areas and it is assumed that these have been shared with the relevant councillors as part of the local prioritisation process.
- 4.4 In some instances there are no applications to defer, reject or approve for some local authority areas. Communication with all partners has been maintained in relation to this.

5. TRO work outside the JPC process

- 5.1 The technical team has also undertaken additional works outside of the JPC approval process. These works generate income for NEPP as well as allowing partner (or other) authorities to pay for additional traffic regulation order works. These are shown in Appendix D. In addition, the team also operates an H-bar introduction service and can introduce Essex Act (no stopping on mown verge) restrictions when requested, and if appropriate.

6. Finance and risk management

- 6.1 In the current agreement there is a requirement within the Joint Committee Agreement that work to support the delivery of the Traffic Regulation Order function should come from the NEPP surplus fund.

6.2 As the current surplus funds to draw upon are not at the agreed level, this work would need to be funded within the 27/28 Financial Year and be budgeted alongside other elements of the NEPP operation, as has happened in the current Financial Year.

6.3 The estimated costs to introduce each proposal are shown for the scored proposals.

7. Standard References

7.1 There are no references to the Development Plan; publicity or consultation considerations; equality, diversity and human rights; community safety; health and safety implications.

8. Appendices

Appendix A: List of Proposed Scored Schemes

Appendix B: List of Unscored Schemes

Appendix C: List of Schemes advertised in 2026 by the JPC decision process

Appendix D: List of Schemes advertised in 2026 outside of the JPC decision process

Appendix E: List of Essex Act schemes

Appendix A - List of Proposed Scored Schemes

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score (max score 105)	Approx. cost	Prov. decision
T2264303	Braintree	St Marys Road - Kelvedon	Waiting restrictions	Access issues related to school-based parking	30	£1170	Approve
T1656481	Braintree	Avenue East – Great Notley	Double red lines	Parked vehicles causing access issues to several businesses	40	£2960	Approve
T1959356	Braintree	Ushers Meadow - Braintree	Double yellow lines	Access issues related to Town Centre parking	30	£1200	Approve
T1441966	Colchester	Templewood Road	Double & single red lines	Access issues caused by parking close to a bend		£1880	Approve
T2440748	Colchester	Firs Hamlet – West Mersea	Permit parking & double yellow lines	Access issues related to sea front and nearby car park		£1640	Approve

T1562954	Epping Forest	Shakletons - Ongar	Double red lines	Sporadic parking cannot be enforced as readily as desired	35	£1200	Approve
T1258859	Epping Forest	Allnutts Road, Epping	Loading bay	Creation of a singular loading bay to service a local shop	10	£1900	Approve
T2148321	Epping Forest	St Johns Road, Epping	Extension to operational timings of permit scheme	To prevent parking from new Leisure Complex under construction	50	£1700	Defer
T2742924	Epping Forest	Lodge Close - Chigwell	Permit parking and double yellow lines	To prevent short- and long-term invasive parking from nearby tube station and shops	40	£1605	Approve
T1248255	Uttlesford	Greenways – Saffron Walden	Waiting restrictions	Pavement parking and access issues	20	£1370	Approve

Appendix B – List of applications received that do not meeting the scoring criteria

Proposal Number	Authority Area	Name of proposal	Type of proposal	Reason for proposal	NEPP Officer score (max score 105)
T1457022	Braintree	Claypits - Foxearth	Waiting restrictions	Local parking leading to access issues of larger vehicles	N/A
T1875070	Braintree	Homefield Road - Witham	Permit parking	Current measures inconvenience residents	N/A
T2339939	Braintree	Kemsley Road - Earls Colne	Permit parking	Inconsiderate parking	N/A
T1452296	Braintree	Maltings Road - Witham	Permit parking	Issues related to a school	N/A
T1373753	Epping Forest	Honey Lane – Waltham Abbey	Waiting restrictions	Driveway access issue	N/A

T2073329	Epping Forest	Ibbetson Path, Doubleday Road, Mornington Road, Barrington Road - Loughton	Permit parking	Commuter parking	N/A
T2555606	Epping Forest	Hazelwood - Loughton	Waiting restrictions	Change of restriction times	N/A
T1545989	Epping Forest	Grosvenor Drive - Loughton	Waiting restrictions	School based parking	N/A
T2050844	Epping Forest	Roding View – Buckhurst Hill	Permits or waiting restrictions	Commuter parking	N/A
T1238855	Harlow	Newstead Way	Permit parking	Commuter parking	N/A

Applications that do not have the necessary support to be scored by officers are deleted from NEPP records after 12 months from the date of receipt.

Appendix C - List of JPC Schemes Advertised in 2026

For committee member information, below is a list of the proposals advertised to date in 2026 and the status of the scheme.

Application Number	Authority Area	Name of scheme	Type of Restriction	Current Status
T1240687	Braintree	East Street - Braintree	Either waiting restrictions or a Restricted Parking Zone (RPZ)	Operational
T2439070	Braintree	Water Lane & Station Hill - Bures	Waiting restrictions	Operational
T2247260	Colchester	Monkwick Avenue	Waiting restrictions	Operational
T1861819	Epping Forest	Colson Road, Loughton	Extension to existing Permit Parking Zone	Withdrawn
T2066649	Epping Forest	Roding Lane, Buckhurst Hill	Extension to existing restrictions	Operational
T2175400	Epping Forest	Rue De St Lawrence (Cleall Avenue), Waltham Abbey	Permit Parking	Operational
T243110	Epping Forest	Church Lane/The Street, Sheering	Double red lines	Operational

T2558449	Epping Forest	Knighton Lane & The Drummonds, Buckhurst Hill	Permit parking	Pending
T2859830	Epping Forest	Ladyfields & Lushes Road, Loughton	Extension to current operational times of scheme in place	Withdrawn
T2737114	Harlow	Potter Street	Double yellow lines	Operational

Appendix D - List of Non-JPC Schemes advertised, or other externally funded works undertaken in 2026

For committee member information, below is a list of the proposals that are outside of the usual JPC process that were advertised in 2026 along with the status of the scheme. These are schemes that are designed to be self-financing and so are at no overall cost to NEPP or are not paid for using NEPP funds, for example, funded via ECC or Town/Parish Councils.

Authority Area	Name of scheme	Type of restriction	Current Work Status
Colchester/Tendring	Turnpike Close - Ardleigh	Restricted Parking Zone	Operational
Colchester	Park Road - Lexden	Restricted Parking Zone	Operational
Colchester	Mascot Square (temp order converted to permanent order)	Waiting restrictions	Operational
Colchester	Harwich Road	Delivery of lining works on behalf of ECC	Completed
Colchester	United Way (experimental traffic regulation order)	Red lines	Operational
Colchester	Winstree & Wheatfield Roads	Red lines	Pending
Epping Forest	Carters Lane - Epping	Red lines	Operational
Epping Forest	Nazeing Common - Nazeing	Red lines	Operational
Epping Forest	Epping Uplands school - Epping	Red lines	Operational
Epping Forest	North Weald junctions – various roads	Red lines	Pending
Epping Forest	Nazeing Parade	Parking bays	Completed
Harlow	Maunds Hatch	Waiting restrictions	Pending

Harlow	Jerounds - (Sherards House)	Restricted Parking Zone	Operational
Harlow	West Gate & College Square TTRO	Disabled parking bays & Taxi Rank	Operational
Harlow	West Gate	Disabled parking bays	Operational
Harlow	North & South Gate TTRO	Disabled parking bays	Operational
Harlow	Maddox Road	Delivery of lining works on behalf of ECC	Completed
Harlow	Minchin Road	Delivery of lining works on behalf of ECC	Completed
SEPP area	Imperial Avenue - Mayland	Delivery of lining works on behalf of ECC	Completed
SEPP area	Bishop Hall Lane - Chelmsford	Delivery of lining works on behalf of ECC	Completed
Tendring	Promenade Way – Brightlingsea	Car parking bays	Operational
Tendring	Harwich Road & Rectory Gardens – Bradfield	Waiting restrictions	Pending

Appendix E - List of Essex Act schemes introduced in 2026

For committee member information, below is a list of Essex Act schemes requested & introduced in local authority partner areas.

Epping Forest	North Weald – various roads	Operational
Epping Forest	Pyrles Lane - Loughton	Operational
Epping Forest	Colson Path – Loughton	Operational
Epping Forest	Cripsey Avenue – Ongar	Pending
Epping Forest	Skarnings Court – Waltham Abbey – 2 sections	Operational
Harlow	Newhall Way	Operational
Harlow	Church Langley	Operational
Harlow	Southern Way (Bishopsfield)	Pending
Tendring	Strangers Corner - Brightlingsea	Operational



North Essex Parking Partnership

Joint Parking Committee

Meeting Date: 1st October 2026

Title: NEPP Financial Update – 2026/27 M5 Position

Author: Louise Richards – Finance Business Partner
Jack Burton – Senior Finance Business Partner

Presented by: Jake England

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

1. Recommended Decisions

- 1.1. To note the Month 5 2026/27 year-to-date (YTD) financial position, 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 M5 financial position and projected 2026/27 forecast performance.

4. Month 5 - YTD Financial Position 2026/27

- 4.1. The cumulative Year-to-Date (YTD) financial position as at **31st August 2026**, as presented in Appendix A, shows a year-to-date **surplus of £222k**, with a full-year forecast **surplus of £223k** for 2026/27.
- 4.2. Within the overall Year-to-date surplus of £222k:
 - £69k underspend on employee costs, primarily due to:
 - A vacant TRO post and part-year vacancies within Enforcement.
 - The 2026/27 pay award not yet being agreed and implemented.
 - Supplies and Services is reporting a £37k overspend year to date, mainly due to overspends of:
 - £58k communications and marketing charge (the budget profile will be amended to reflect this).

- £13k court fees expenditure.
- £4k TRO-related costs.

These overspends are partially offset by:

- £19k underspend on parking transaction charges due to invoice timing.
- £18k underspend on printing costs.

4.3 For income, Year-to-Date (YTD) actuals are performing ahead of budget, with the following significant variances:

- £92k over-recovery of Penalty Charge Notice (PCN) income. Performance remains strong based on income received to the end of August and this improved position has been reflected in the full-year forecast.
- £58k over-recovery of income across other areas. This is primarily attributable to ad hoc Traffic Regulation Order (TRO) work undertaken on behalf of local authorities and Essex County Council. As this work is not included within the base budget, any additional works generate unbudgeted income, which has been reflected in the forecast.
- £20k over-recovery of parking charge income compared with the profiled budget to the end of August.
- £14k over-recovery of parking permit and season ticket income compared with the profiled budget to the end of August.

5. Forecast Outturn 2026/27

5.1 The forecast outturn position for 2026/27, presented in Appendix A, is expected to provide a **year-end surplus of £223k**, which is **£174k above the 2026/27 budgeted surplus of £49k**.

5.2 Pay Award Assumptions

5.2.1 At the June 2026 Joint Committee meeting, Members requested that future salary forecasts reflect a pay award assumption higher than the 2.5% applied by Colchester City Council (CCC) at budget setting, noting that actual pay awards in recent years have exceeded the Council's original budget assumptions.

Since the last monitoring report, the National Joint Council (NJC) has agreed a 3.3% pay award for local government employees. While CCC negotiates its pay award locally and has not yet reached agreement for 2026/27, the NEPP forecast has been updated to assume a 3.3% pay award in line with the NJC settlement.

This revised assumption increases the forecast cost of employee expenditure and provides a more prudent position in response to the concerns raised by Members. However, should CCC ultimately agree a local pay award higher than 3.3%, this would create an additional in-year financial pressure above that currently reflected within the forecast, which will need to be managed through future monitoring reports.

5.3 The forecast **surplus variance of £174k** for 2026/27 comprises an **underspend of £2.5k on expenditure budgets** and an **over-recovery of £172k on income budgets**.

The significant expenditure variances are as follows:

- £41k underspend on employee costs. This is primarily driven by a vacant post within the TRO team, partially offset by the increased pay award assumption outlined above.
- £15k overspend on Premises/TRO Maintenance. Most of these costs relate to Traffic Regulation Order (TRO) works undertaken on behalf of other authorities. These costs are fully rechargeable, with the associated income reflected within the forecast.

- £23k overspend on Supplies and Services. The largest variance relates to court fees (£11k), which support the recovery of Penalty Charge Notice (PCN) income. There is also a £7k overspend on TRO equipment and statutory notices, together with £2k additional IT costs and £2k of equipment repair and maintenance costs within Enforcement.

For income budgets, there is a forecast **over-recovery of £172k**. The significant variances are as follows:

- £100k over-recovery of PCN income. The favourable income trend has continued for the year to date and is forecast to exceed budget expectations.
- £72k over-recovery of income across other areas. This is primarily attributable to ad hoc TRO work undertaken on behalf of local authorities and Essex County Council. As this work is not included within the base budget, any additional works generate unbudgeted income and contribute positively to the forecast outturn position.

6. NEPP Reserve Movements/Balance

- 6.1. The Reserve opening balance as at **1st April 2026** was **£392k**. If the budgeted surplus of **£49k** is achieved, the Reserve is forecast to have a closing balance of **£441k** as at **31st March 2027**. However, based on the current forecast surplus of **£223k**, the Reserve balance is projected to increase to **£615k** by **31st March 2027**, representing an increase of **£174k** above the budgeted position. *(See Appendix A below.)*

7. Standard References

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

NEPP Financial Update – 2026/27 Month 5 (August 2026)

North Essex Parking Partnership (NEPP)							
2026/27 Budget Forecast							
31st August 2026 (Month 5)							
		2026/27					2025/26
		Budget (Profiled Month 5)	Actual Expenditure / Income (Month 5)	Variance (Month 5)	Budget (Full Year)	Forecast Outturn (31 March 2027)	Actual Outturn
		£000's	£000's	£000's	£000's	£000's	£000's
Expenditure							
	Employee Costs (Direct)						
	Management	67,856	68,635	780	162,805	168,844	257,119
	CEOs & Supervision	793,237	753,105	-40,132	1,903,840	1,904,838	1,745,231
	Back Office	194,115	188,674	-5,441	465,900	468,812	460,514
	TRO's	129,397	104,723	-24,674	310,600	259,913	246,052
	Other Costs (Direct)						
	Premises / TRO Maintenance costs	31,303	33,690	2,387	70,525	85,095	96,106
	Transport costs (running costs)	15,247	14,116	-1,132	62,480	63,428	102,509
	Supplies & Services	161,082	197,825	36,743	464,195	486,901	573,797
	Third Party Payments	9,529	2,954	-6,575	22,875	22,875	19,315
	Bad Debts	0	0	0	70,000	70,000	16,689
		1,401,766	1,363,722	-38,044	3,533,220	3,530,706	3,517,332
Income							
	Penalty Charges (PCNs)	-718,332	-810,073	-91,741	-2,155,000	-2,255,000	-2,338,895
	Parking Permits/Season Tickets	-426,885	-440,539	-13,654	-1,280,700	-1,280,700	-1,242,224
	Parking Charges and other fees	-196,257	-216,779	-20,522	-575,000	-575,000	-611,913
	Other income	-313	-58,547	-58,234	-700	-72,500	-71,811
		-1,341,787	-1,525,938	-184,151	-4,011,400	-4,183,200	-4,264,844
DIRECT COSTS (NET)		59,979	-162,216	-222,195	-478,180	-652,494	-747,512
CORPORATE OVERHEADS (INDIRECT)*		178,992	178,992	0	429,580	429,580	434,091
TOTAL COSTS		238,971	16,775	-222,195	-48,600	-222,914	-313,421
*Note - Corporate Overheads pro rated for illustration (e.g. 5/12 at Month 5)							
Forecast Movement on NEPP Reserve		£000's					
	Opening Balance 01/04/23 (Actual B/Fwd.)	160,083	Deficit				
	Actual Contribution 2023/24	-121,162					
	Balance 31/03/24 (Outturn)	38,921	Deficit				
	Opening Balance 01/04/24 (Actual B/Fwd.)	38,921	Deficit				
	Actual Contribution 2024/25	-117,903					
	Balance 31/03/25 (Outturn)	-78,982	Surplus		Reflects outturn surplus		
	Opening Balance 01/04/25 (Actual B/Fwd.)	-78,982	Surplus				
	Actual Contribution 2025/26	-313,421					
	Balance 31/03/26 (Outturn)	-392,404	Surplus		Reflects outturn surplus		
	Opening Balance 01/04/26 (Estimated B/Fwd.)	-392,404	Surplus				
	Budgeted Contribution 2026/27	-48,600					
	Estimated Forecast Balance 31/03/27	-441,004	Surplus				
Column Totals may not agree due to roundings							



North Essex Parking Partnership

Meeting Date: 1 October 2026
Title: Permits, Fees and Charges report
Author: Trevor Degville, Group Operating Manager
Presented by: Trevor Degville

- The report requests that the Joint Parking Committee agrees the fee and permit proposals up to 31 March 2030 as set out in the report. This is the last operational date possible under the current NEPP agreement.
- At the time of writing this report, Local Government Reorganisation in Essex has been halted. It is unclear what effect this process will have on the operational timelines outlined in the report.
- The Joint Parking Committee is asked to agree that the Convenience Fee for use of the MiPermit payment system is passed to the customer at all NEPP on-street paid parking locations and that the Convenience Fee is included into the tariff amount for all on-street locations.

1. Recommended Decision

- 1.1 To agree the proposals set out in Appendix A for permits, fees and charges up to 31st March 2030.
- 1.2 To agree that the Convenience Fee for the use of the MiPermit payment system is included into the tariff amount for all on-street paid parking locations.

2.0 Alternative Option

- 2.1 To not agree the proposals. This would mean the permit, fees and charges remaining at their current levels. This may contribute to financial problems and difficulties meeting a balanced budget in future years.

3. Reasons for Report

- 3.1 For good governance, to ensure the effective future operation of the parking service and to maintain the work programme for the Partnership.
- 3.2 To allow residents and other customers to know the costs associated with residential permits and other fees and charges and so allow appropriate budgeting to take place.

4. Background

- 4.1 The Joint Committee needs to agree new fees and charge levels if they are to be altered for the 27/28 and subsequent financial years. In March 2023 the Joint Committee members set the permit, fees and charges for the three financial years up to the end of the current financial year. The financial situation in March 2023 compared to now is vastly different. At that time, the NEPP was facing financial difficulties, and the world economy was in a different place with higher inflation rates and CPI than currently being experienced. For information and background, the March 2023 Joint Committee report can be found at:

<https://north.parkingpartnership.org/wp-content/uploads/2023/03/NEPP-Joint-Committee-Agenda-16-March-2023.pdf>

- 4.2 UK CPI stood at 3.8% in July 2025 but had reduced to 2.9% by July 2026. Consequently, the proposals within this report generally reflect increases intended to support cost recovery and permit harmonisation rather than responding to high inflationary pressures. However, the joint committee should be aware that the NEPP is facing additional parking system software charges compared to previous years.
- 4.3 In addition to the standard fees and charges that have been considered, the Committee is also asked to note fees for services associated with the NEPP Technical Team for introducing new traffic regulation orders.
- 4.4 At the time of writing the report, the salary settlement is unknown. The NEPP, along with the rest of Colchester City Council, has budgeted for a 2.5% increase in salary costs. The outcome may be more depending on the outcome of negotiations.

5. Permit Pricing

- 5.1 The permit price should cover the costs associated with the operation of the permit scheme. These include, but are not limited to, Civil Enforcement Officer costs, line and sign maintenance, traffic regulation order costs and Business Process Unit costs (systems, officers, physical location).
- 5.2 Since the NEPP was formed in 2011 it has been an aim to homogenise the costs of permits across the NEPP area. When the NEPP was formed there was a £53 difference in 1st resident permits costs between the partner authorities. If agreed, the proposals for the 28/29 financial year will harmonise the cost of first resident permits. Harmonisation for second resident permits has already been achieved. It is not realistically possible to harmonise third resident permit costs prior to the end of the current NEPP agreement.
- 5.3 An increase in visitor permit costs is not proposed for 27/28 financial year and the suggested cost of hard copy visitor permits has been reduced. The reduction is proposed to bring the hard-copy permit price closer to the digital permit offering and support continued use by customers who cannot access digital services.
- 5.4 In addition to variations in current fees and charges, changes to the operation of some types of permits are suggested. If agreed these alterations would require changes to the parking

orders. Alterations to charges that are already in place would require a Notice of Variation. The proposed changes to permit costs are shown in Appendix A.

- 5.5 Councillors will notice some suggested price increases well above the currently CPI levels. This includes the Dedham Exemption Certificates, Hawkins Road business permits, EF1 permits and Oakwood Hill permits. These suggested increases are above CPI levels as it is thought that these permit costs are currently well below comparative charges for other similar permit types and a CPI increase would not sufficiently deal with this inequity in costs.
- 5.6 The fee for a Trader Permit has been reduced from £250 to £100, with the charge to be reviewed in future years. A Trader Permit enables tradespersons undertaking works at residential properties to park within resident permit bays without requiring a visitor permit to be obtained by the resident. No Trader Permits were sold during the last operational year, despite the benefits offered by the scheme. The proposed fee reduction is intended to encourage greater uptake and, alongside this change, the NEPP will undertake targeted marketing to increase awareness of the permit among local traders
- 5.7 **Carer Permits**
- 5.8 The NEPP currently offers two types of permits that are utilised by carers. These are Carer Permits and Householder Permits. It is proposed to alter the current arrangements so that Householder Permits are used for residents who have relatives or friends who visit them on a caring basis or to carry out jobs around the property (regular gardening appointments, etc) and that the Carer Permit is used for private carer businesses. The cost of the Carer Permit is proposed to increase to reflect this difference between residential and business use. The proposal is not intended to affect residents receiving care from family members, friends or unpaid carers, who will continue to be eligible for a Household Permit.
- 5.9 It has been anecdotally suggested that there may be some misuse of carer permits in their current form. Whilst this is subjective, changing the way the two permits operate would help guard against some misuse that may be occurring with current household permits.
- 5.10 At the time of writing there are 508 Carer Permits across the NEPP area. These are administered from a legacy software system that no longer provides reporting functionality and is due to be decommissioned. It is therefore not possible to provide an accurate assessment of how this proposal will affect the NEPP's income.
- 5.11 **Dispensations/Waivers**
- 5.12 It is not proposed to increase the cost of these further at this time. The cost of a penalty charge notice has not increased in the Greater Essex area since 2008. This means that an increase in charges may make it financially beneficial to park in contravention of any restrictions and risk receiving a penalty charge notice rather than seek a dispensation and park legally.

6.0 On Street Charges

- 6.1 NEPP operates on-street pay and display (Kerbside Paid Parking) in all areas except Braintree District. The Joint Committee has previously decided to maintain on-street parking charges at a level equivalent to the relevant local authority car parks and has delegated the

powers to implement these changes to officers. If any partner authorities plan to increase their car park fees the relevant on-street payment charges will also be increased.

- 6.2 Whilst the above generally works well, there are two on-street paid parking sites where there is no local authority car park within close vicinity. The nearest comparison is an alternative car park provider, such as NCP. Charge proposals for the two sites are shown in appendix A.

7.0 Convenience Fee

- 7.1 Members will be aware through the car parks operated by their own authorities that there is a convenience fee associated with using the MiPermit system. Client officers will be able to advise members about the current and proposed convenience fees for their authority's car parks. The amount of the convenience fees is not shown in the report for business sensitivity reasons.
- 7.2 All authorities in the partnership operate the MiPermit system in their car parks and each have taken a view over whether the convenience fee should be absorbed by the authority or passed to the customer. That is a matter for those councils, not the NEPP Joint Committee.
- 7.3 In regard to on-street locations, the current situation is mixed, with a convenience fee being charged to customers in some on-street locations and absorbed by NEPP in others, including variations within the same partner areas. To ensure a consistent approach and service by NEPP at its on-street locations it is recommended that the convenience fee is no longer absorbed by NEPP and that the convenience fee is included within the tariff for the location.
- 7.4 This will see an increase in tariffs in on-street locations where the convenience fee is currently absorbed by NEPP. Where the convenience fee is already passed to the customer, the tariff will increase to absorb that cost and no additional charge will be made to the customer on top of this.
- 7.5 This will be a more transparent message to our customers and ensure a consistent policy across the on-street paid parking locations. Currently, in some locations the customer is paying a tariff and a convenience fee, where there is no alternative means of payment available, whilst in other locations customers are paying a tariff and the convenience fee is being paid by NEPP.

8.0 Technical Team TRO Charges

- 8.1 The below section is for members to note. The NEPP Technical Team does offer a traffic regulation order service. The charges for this are shown below.

Service	Fee
Introduction of TRO outside the Joint Committee approval process	£2000
Advertising of TRO that is withdrawn at objection stage	£1200

Both fees do not include the charges for civil works such as installing lines and/or signs. These will vary depending on the size and complexity of the proposal.

9 Standard References

- 9.1 There are no references to the Development Plan. There are publicity consultation considerations as fee and permit changes will need to be advertised in line with the legal processes. No adverse equality, diversity or human rights impacts have been identified. There are no references to community safety or health and safety implications.

Appendix A

Proposed Fees and Charges up to the 31st March 2030 are shown below. Percentage increases have been rounded.

Permit Type	Current Charge	Potential New Charge 27/28	Numbers sold	Overall Income increase or decrease	Potential New Charge 28/29	Potential New Charge 29/30
Braintree						
Residents' 1st	£75	£78 (4%)	574	£1722	£81.00 (4%)	£84.50 (4%)
Residents' 2nd	£125	£130 (4%)	188	£940	£135.00 (4%)	£140.00 (4%)
Residents' 3rd	£150	£155 (3%)	14	£70	£160.00 (3%)	£172.00 (7.5%)
Colchester						
Residents' 1st	£78	£78 (4%)	2160	0	£81.00 (4%)	£84.50 (4%)
Residents' 2nd	£125	£130 (4%)	594	£2970	£135.00 (4%)	£140.00 (4%)
Residents' 3rd	N/A	N/A				
Dedham Exemption Certificate	£32	£38 (19%)	35	£210	£46.00 (31%)	£58.00 (26%)
Business 3 months	£143	£145 (1%)	17	£34	£150.00 (3%)	£156.00 (4%)
Business 12 months	£551	£555 (1%)	2	£8	£560.00 (3%)	£570.00 (2%)
Colchester High School 12 months	£48	£50 (4%)	65	£130	£52.00 (4%)	£55.00 (6%)
Hamilton School 12 months	£124	£130 (5%)	51	£306	£135.00 (4%)	£140.00 (4%)
Kingswode Hoe School 12 months	£124	£130 (5%)	6	£30	£135.00 (4%)	£140.00 (4%)
Hawkins Road 12 months	£83	£90 (8%)	54	£378	£100.00 (11%)	£108.00 (8%)
Epping Forest						
Residents' 1st	£75	£78 (4%)	1930	£5790	£81.00 (4%)	£84.50 (4%)
Residents' 2nd	£125	£130 (4%)	481	£2405	£135.00 (4%)	£140.00 (4%)
Residents' 3rd	£205	£205	24	0	£205.00	£205.00

Business Permit 1 month	£60	£62 (3%)	64	£128	£64.00 (3%)	£66.00 (3%)
Business Permit 3 months	£154	£159 (3%)	57	£285	£164.00 (3%)	£168.00 (2%)
Business Permit 12 months	£533	£549 (3%)	86	£1376	£566.00 (3%)	£570.00 (1%)
Epping Zone EF1 12 months	£65	£78 (20%)	1	£12	£81.00 (4%)	£84.50 (4%)
Oakwood Hill 12 months	£63	£72 (14%)	192	£1728	£81.00 (4%)	£84.50 (4%)
Harlow District						
Residents' 1st	£75	£78 (4%)	756	£2268	£81.00 (4%)	£84.50 (4%)
Residents' 2nd	£125	£130 (4%)	216	£1080	£135.00 (4%)	£140.00 (4%)
Residents' 3rd	£157	£160 (2%)	18	£54	£165.00 (3%)	£175.00 (6%)
Tendring District						
Residents' 1st	£75	£78 (4%)	251	£753	£81.00 (4%)	£84.50 (4%)
Residents' 2nd	£125	£130 (4%)	74	£370	£135.00 (4%)	£140.00 (4%)
Residents' 3rd	£150	£155 (3%)	3	£15	£165.00 (3%)	£175.00 (6%)
Uttlesford District						
Residents' 1st	£80	£80	228	0	£81.00 (1%)	£84.50 (4%)
Residents' 2nd	£125	£130 (4%)	62	£310	£135.00 (4%)	£140.00 (4%)
Residents' 3rd	£200	£200	0	0	£200.00	£205.00 (2.5%)
All Areas						
Digital Visitor 6 hour (Pack of 10)	£10	£10	14,916 packs	0	£10.50 (5%)	£11.00 (5%)
Digital Visitor 24 hour (Pack of 10)	£18	£18	9828 packs	0	£18.50 (3%)	£19.00 (3%)
Hard Copy Visitor Permit (Pack of 10)	£38.00	£34.00 (-10.5%)	396 packs	-£1584	£34.00	£34.00
Carer Permit	£38	£60 (32%)	NA	NA	£70.00 (16%)	£80.00 (14%)
Household Permit	£30	£30	NA	NA	£32.00 (7%)	£34.00 (6%)
Trader Permit	£250	£100(-60%)	0	0	To be reviewed	To be reviewed
Off Street						
Stay period	Current Charge	Potential New Charge	Number sold	Overall income increase		
Station Road Marks Tey						
Up to 4 hours	£2.40	£3.00	745	£447.00	£3.10 (3%)	£3.30 (6%)
Over 4 hours up to 18:00	£4.40	£5.00	6004	£3602.00	£5.20 (4%)	£5.50 (6%)
Station Approach Harlow						

Up to 4 hours	£2.00	£2.40	202	£80.80	£2.50 (4%)	£2.70 (8%)
Over 4 hours up to 18:00	£4.00	£4.50	1419	£709.50	£4.70 (4%)	£5.00 (6%)
			Estimated Additional income	£26,627.30		



North Essex Parking Partnership

Meeting Date: 1st October 2026
Title: Workforce Planning
Author: Trevor Degville, Group Operating Manager
Presented by: Trevor Degville

The report provides an update on the current NEPP structure and requests that the Joint Committee approves the NEPP budgeting for, and recruiting, additional officers (3 additional Civil Enforcement Officers and a Data Analyst). A temporary Notice Process Officer has also been recruited on internal secondment.

1. Recommended Decision

- 1.1 To agree for the NEPP to advertise for a Data Analyst post, initially as a secondment until the end of the 2026/27 financial year. If the position is shown to add value, a permanent position would be recruited to.
- 1.2 To agree to increase the number of Full Time Equivalent (FTE) Civil Enforcement Officers across the NEPP area from 42 to 45.
- 1.3 To note that an additional Notice Processing Officer has been recruited to the NEPP Business Process Team via internal secondment until the end of the financial year. This is to increase the output of the team in response to additional workload arising from increased PCN issuance rates, alongside a reduction in FTE caused by existing staff reducing their contracted hours.

2.0 Alternative Option

- 2.1 To not agree the proposals set out in 1.1 and 1.2. This would mean that NEPP maintain current Civil Enforcement FTE and set a budget for those levels. The NEPP would not progress the proposed Data Analyst secondment post.

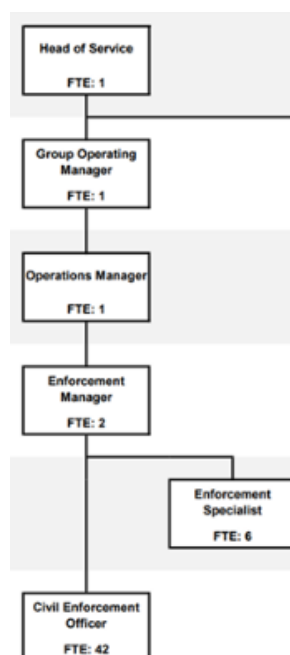
3. Reasons for Report

- 3.1 To allow the Joint Committee to indicate whether it is content with the proposed expansion of the NEPP workforce as set out section 1.

4. Background

- 4.1 The NEPP Enforcement team structure has been stable since the organisational reviews that took place in 2023/24 financial year. At that time, the NEPP was facing a deficit situation for

various reasons. Part of the measures to overcome this threat was the withdrawal of the NEPP Digital team, with some of the functions that team undertook being transferred to the enforcement team. The current enforcement team structure is shown below:



- 4.2 The current structure has 42 Civil Enforcement Officer FTE across the NEPP area, with 6 Enforcement Specialists who will each spend approximately 50% of their time on enforcement patrols.
- 4.3 Most of the Civil Enforcement Officers will work a 4-days-on, 4-days-off rota system across 7 days. When considering holidays and other absence, a typical day will see between 12-16 officers patrolling across the 6 areas in NEPP.
- 4.4 Civil Enforcement Officers will attempt to be where errant motorists are parking as often as possible. Nonetheless, as members will appreciate from the numbers above, it is not possible to identify every motorist who has parked in contravention of parking or waiting restrictions.
- 4.5 Since 2024, there has been an increase in the number of Penalty Charge Notices (PCNs) that are being issued, as shown below. The figures show only on-street PCNs issued by foot patrol.

Financial Year	Number of PCNs issued	% increase on previous year
23/24	67,762	34.5%
24/25	68,727	1.42%
25/26	73,691	7.2%

Between 23/24 - 25/26 there was an 8.7% increase in on-street PCNs issued by foot patrol. In the current financial year, to 31 August (inclusive) 27,221 on-street PCNs had been issued compared to 22,705 for the same period in the 25/26 financial year.

- 4.6 Whilst it is possible to remove parking and waiting restrictions, generally more restrictions are added to areas than removed. These may be restrictions that NEPP has introduced via either the Joint Committee process or the NEPP Chair authorisation, or those introduced by Essex County Council as the Highway Authority (such as new build developments or for safety reasons). If the NEPP are to ensure that these new restrictions are patrolled without diluting enforcement from current restrictions additional Civil Enforcement Officers are required.
- 4.7 Whilst more PCNs are being issued, the NEPP has not seen a slowdown in demand for enforcement by members of the public. In view of this, the joint committee is requested to approve an increase in the CEO FTE from 42 to 45; the equivalent of 3 full-time officers. An increase of three FTE is considered the minimum increase necessary to maintain current patrol frequencies whilst accommodating new restrictions across the partnership area.
- 4.8 The NEPP Civil Enforcement Officers have a mobility clause in their contracts and so can work across any of the NEPP areas. However, it is felt that it is the west of the area that would benefit most from additional officers. It has historically been more difficult to recruit to the west area, although this appears to be less of an issue now, and it is a busy area with Epping Forest and Harlow being within easy commuting distance of London, as well as being busy destinations in their own right.

5.0 Risks

- 5.1 A Civil Enforcement Officer at the bottom of the council pay scale who joins the pension scheme will currently cost £39,184 in salary, pension and national insurance payments. This excludes training costs and uniform, equipment. etc. This is the current salary level, prior to any uplift after salary negotiations for 26/27 have concluded. If three officers are recruited, this represents an additional £117,552 in the named costs. This is recoverable from the current NEPP surplus.
- 5.2 It is expected that extra Civil Enforcement Officers would generate more PCNs which in turn would lead to additional income. To cover their costs, the NEPP anticipates that a Civil Enforcement Officer will issue 1.5 PCNs an hour. That is not a target, but it is what would be needed to cover costs. There is a risk that this will not be met due to sickness absence or less productivity than anticipated.
- 5.3 If the additional Civil Enforcement Officer FTE is causing financial problems the number of officers can be managed by not recruiting when officers leave rather than being in a redundancy situation with the associated costs.

5.4

Benefit	Risk
Improved coverage across NEPP area, including schools and other safety concerns	Financial Risk – salaries and employment costs
Possible improved compliance and ability to patrol new restrictions	Increased administration pressure
Improvements in response to concerns by residents	Insufficient return on investment
Improved resilience against annual leave, sickness absence and vacancies	Recruitment and Retention may make it difficult to maintain additional FTE levels

6.0 Data Analyst

- 6.1 The Joint Committee is asked to approve the recruitment of a Data Analyst, initially as a secondment until the end of the 2026/27 financial year. The purpose of this role would be to develop Power BI reports and data insight that help the NEPP understand performance, demand, customer behaviour and operational trends. The role will use available data and Microsoft 365 tools to support evidence-led decisions, continuous improvement and better service outcomes.
- 6.2 This role is intrinsically linked to the NEPP Aims that were agreed by the Joint Committee in March 2026. Our Modern aim includes:
- Monitor our own data and identify patterns in how customers are interacting with our products and services.
 - Utilise external data sources, such as the Office for National Statistics and Census, and predict emerging trends.
 - Consider and align emerging technology to customer demand.
 - Design inclusive smart solutions that work for everyone, making sure no one is left behind as services evolve.
 - Benchmark our systems and processes against other councils and industry standards to highlight opportunities for improvement.

The full-Service Strategy can be found in the meeting agenda for March 2026 at:

<https://north.parkingpartnership.org/wp-content/uploads/2026/03/Agenda-Document-Pack-North-Essex-Parking-Partnership-19-03-2026-Public-agenda-1.pdf>

- 6.3 Funding for this role would come from a current vacancy that the NEPP has been holding.
- 6.4 The post would provide dedicated capacity to turn existing NEPP data into clear, reliable and accessible management information. This would include building and maintaining Power BI dashboards, bringing together data from different systems, checking data quality and identifying trends, patterns, exceptions and opportunities for improvement. This additional capacity would help managers and teams to make better-informed operational decisions, target resources more effectively and provide a stronger evidence base for service planning.
- 6.5 The benefits of the role are expected to be felt across all NEPP service areas. In enforcement, better data analysis would support more focused patrolling, including the ability to identify locations, times and behaviours that require targeted activity. For the Business Process Team, improved reporting would support earlier identification of changes in correspondence, challenges, customer contact and workload. More broadly, the role would help reduce manual reporting, duplication and avoidable administrative effort by improving how data is collected, transformed, reported and shared.
- 6.6 The role would also support the delivery of the NEPP Strategy by helping the partnership to use data more proactively, monitor customer behaviour, understand demand, benchmark performance and identify opportunities for service improvement. It would help ensure that decisions about operational deployment, customer service and future change are informed by timely and accurate analysis rather than by manual reporting or anecdotal evidence alone.
- 6.7 As risk mitigation, the position would initially be advertised as a secondment until the end of the current financial year. This will allow the NEPP to assess the benefits and outputs

delivered by the role, including whether improved reporting, dashboard development, service insight and reductions in manual reporting provide sufficient value to support a permanent position in future.

7.0 Notice Processing Officer

- 7.1 The committee is asked to note that the NEPP has recruited one additional Notice Process Officer to the NEPP Business Process Team via internal secondment, on a fixed term contract until the end of the financial year.
- 7.2 The need for this officer has arisen from an increase in incoming correspondence by phone, email and online challenges, linked to higher PCN issuance rates. This has coincided with a reduction in FTE across the team due to contractual changes by existing staff.

8.0 Standard References

- 8.1 There are references to the NEPP service plan which are outlined in the report. There are no references to publicity or consultation considerations; or equality, diversity and human rights or community safety. Appropriate recruitment processes and existing health and safety arrangements for staff will continue to apply.



North Essex Parking Partnership

Joint Parking Committee

Meeting Date:	1 October 2026
Title:	Local Government Reorganisation & NEPP Joint Committee Agreement Updates
Author:	Jake England, Service Director
Presented by:	Jake England

This report updates the NEPP Joint Committee on the impact of Local Government Reorganisation (LGR) on the NEPP Joint Committee Agreement 2022 ("the agreement"), following the recent announcement that the proposal for five Unitary Councils in Greater Essex has been withdrawn, including the 12-month extension and the proposed wording amendments of the agreement.

1. Recommended decision

- 1.1. To note the impact of LGR on the agreement.
- 1.2. To note the progress of the agreement extension and proposed wording amendments.

2. Reasons for recommended decision

- 2.1. For good governance and to ensure the NEPP Joint Committee are aware of and have an opportunity to consider and discuss strategic risks.

3. Local Government Reorganisation (LGR)

- 3.1. At our previous meeting in June 2026:
 - a) Our Joint Committee agreed that it would be sensible to have a standing item on LGR at each of its future meetings, to aid with guidance and help the Committee understand developments.
 - b) A Committee member asked if it would be possible for officers to draft a position paper on the logicity of continuing the NEPP service for the future 'West Essex' unitary council, as well as for the 'Northeast Essex' unitary council, as otherwise the West Essex Council would need to set up a parking service from scratch.
 - c) A Committee member asked the Service Director - NEPP to consult on strategic risks, including the LGR effects on contracts going forward, factoring in the notice period of 12 months for partners who wished to leave the NEPP Joint Committee.

- 3.2. Since then, Jim McMahon OBE MP, Minister for Local Government, Devolution and Regional Growth, published correspondence to Council leaders in local government reorganisation areas on 07 September 2026:

<https://www.gov.uk/government/publications/local-government-reorganisation-programme-review-and-decisions-withdrawal-letter-to-council-leaders>

- 3.3. Of many things, the correspondence stated:

“The Secretary of State will announce later today that we are undertaking a review of the Local Government Reorganisation programme and following updated legal advice (for the avoidance of doubt no privilege is waived) that she has withdrawn the decisions made in March this year for 4 areas:

- Essex, Southend-on-Sea and Thurrock
- Hampshire, Isle of Wight, Portsmouth and Southampton
- Norfolk
- Suffolk”

- 3.4. Whilst initial discussions had taken place between the NEPP Service Director and most Client Officers of the NEPP Joint Committee to consider the logicity of continuing the NEPP service and the strategic risks associated with LGR, the correspondence referenced above halted progress and, thus, this information has not been reported to this Joint Committee meeting.

4. The NEPP Joint Committee Agreement (“the agreement”)

- 4.1. Paragraph 3 of the agreement states The Term and “Operational Period” of the NEPP Joint Committee.
- 4.2. With the Commencement Date of 01 April 2022, the Operational Period of the NEPP Joint Committee shall be five years. This takes the current agreement up to 31 March 2027.
- 4.3. 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

- 4.4. Jo Heynes, Head of Network & Safety at Essex Highways, confirmed in writing on 24 December 2025 that Essex County Council (ECC) intends to extend the Operational Period of the NEPP Joint Committee by 12 months, from 31 March 2027 to 31 March 2028.
- 4.5. At our previous meetings in January and March 2026, our NEPP Joint Committee considered the conditions for extending the agreement and the risks of not meeting said conditions, and subsequently fulfilled the requirements set out in the agreement to consent to ECC's proposal to extend the Operational Period by 12 months.
- 4.6. Running parallel to the extension of the agreement, our NEPP Joint Committee still await feedback from ECC's Legal Services on the proposed amendments to the agreement. At the June 2025 NEPP Joint Committee meeting, it was resolved [three voted for, two voted against, one abstention] that the Joint Committee:
- a) Notes *The North Essex Parking Partnership Joint Committee Agreement 2022 (as amended Draft v4)*.
 - b) Agrees to send *The North Essex Parking Partnership Joint Committee Agreement 2022 (as amended Draft v4)* to ECC's Legal Department for consideration.
- 4.7. Following a Client Officer meeting on Thursday, 17 September 2026, it is understood it is still ECC's intention to extend the operational period by 12 months, and the proposed amendment wording is still with ECC's Legal Services for consideration.

5. Standard References

- 5.1. The NEPP Equality Impact Assessment is published on Colchester City Council's website [here](#) or by following the path: www.colchester.gov.uk > Equality and Diversity > Equality Impact Assessments > Environment Equality Impact Assessments.
- 5.2. 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.



North Essex Parking Partnership

Meeting Date: 1 October 2026

Title: **Forward Plan 2026-2027**

Author: Owen Howell – Democratic Services, Colchester City Council

Presented by: Owen Howell – Democratic Services, Colchester City Council

This report concerns the 2026-27 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 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.

4. Appendices

- 4.1 Appendix A: NEPP Joint Parking Committee Forward Plan 2026-27.

NORTH ESSEX PARKING PARTNERSHIP (NEPP)
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2026-27

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
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 (CO1 1PJ)	Appointment of Chair Appointment of Deputy Chair Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP Financial Update Forward Plan 2026/27	Owen Howell (CCC) N/A [Chair to lead item] Hayley McGrath (CCC) Hayley McGrath (CCC) Jack Burton (CCC) Owen Howell (CCC)
Joint Committee for On Street Parking	17 September 2026 -10am Microsoft Teams - online.	1 October 2026 10:30am Venue: Colchester Town Hall, High Street, Colchester (CO1 1PJ)	Technical report & Traffic Order Regulation Prioritisation Financial Report Fees and charges Workforce planning Local Government Reorganisation matters Forward Plan 2026/27	Shane Taylor (NEPP) Jack Burton (CCC) Trevor Degville (NEPP) Trevor Degville (NEPP) Jake England (NEPP) Owen Howell (CCC)
Joint Committee for On Street Parking	26 November 2026 – 10am Microsoft Teams - online	10 December 2026 10:30am Venue: Colchester Town Hall, High Street, Colchester	NEPP Financial Update Local Government Reorganisation matters Interim Risk Report Forward Plan 2026/27 and 2027/28 Dates	Jack Burton (CCC) Jake England (NEPP) Hayley McGrath (CCC) Owen Howell (CCC)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
		(CO1 1PJ)		
Joint Committee for On Street Parking	4 March 2027, 10am Microsoft Teams - online	18 March 2027 10:30am Venue: Colchester Town Hall, High Street, Colchester (CO1 1PJ)	NEPP Financial Update and Budget 2027-28 NEPP Business Plan Local Government Reorganisation matters Forward Plan 2027/28	Jack Burton (CCC) Jake England (NEPP) Jake England (NEPP) Owen Howell (CCC)
Joint Committee for On Street Parking	10 June 2027, 10am Microsoft Teams - online	24 June 2027 10:30am Venue: Colchester Town Hall, High Street, Colchester (CO1 1PJ)	Annual Governance Review and Internal Audit Annual Review of Risk Management Update on LGR and risk management NEPP Financial Update Forward Plan 2027/28	Hayley McGrath (CCC) Hayley McGrath (CCC) Jake England (NEPP) Hayley McGrath (CCC) Jack Burton (CCC) Owen Howell (CCC)

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