

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Wednesday, 14 June 2023
at 2pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Graham Plant (Chair)

Cllr Daniel Candon

Cllr Lisa Neale

Cllr Bal Anota

Norfolk County Council

Great Yarmouth Borough Council

South Norfolk District Council

Borough Council of King's Lynn and West Norfolk

Non-Voting Members Present

Cllr Martin Booth

Broadland District Council

Officers Present:

Martin Chisholm

David Disney

Ian Gregory

Miranda Lee

Karl Rands

Borough Council of Kings Lynn and West Norfolk

South Norfolk District Council

Better Parking Strategy Manager

Great Yarmouth Borough Council

Assistant Director - Highway Services

1. Apologies for absence

- 1.1 Apologies were received from Cllr Lucy Shires and Cllr Mike Stonard.

2. Election of Vice-Chair

- 2.1 The Chair nominated Cllr Lisa Neale seconded by Cllr Daniel Candon. Cllr Lisa Neale was duly elected as Vice-Chair for the ensuing Council year.

3. Minutes

- 3.1 The minutes of the meeting held on 7 March 2023 were **AGREED** as an accurate record.

4. Declarations of Interests

- 4.1 No interests were declared.

5. Items of Urgent Business

- 5.1 No urgent business was discussed.

6. Finance Update

- 6.1.1 The Joint Committee received the report providing a financial update, detailing the latest and most up-to-date forecast outturns for both the Norfolk Parking Partnership and Norwich City Council Civil Parking Enforcement operations.

- 6.1.2 The Better Parking Strategy Manager introduced the report to the Joint Committee:

- This report was the third finance report presented to the Joint Committee for the 2022-23 financial year. The full financial report would be presented in September 2023, but officers were confident in the figures shown in the report.
- There was a slight reduction shown on the surplus compared to the forecast.
- Norwich City Council had exceeded their forecast position caused by a reduction in recharged expenditure and other items which were discussed in the report.
- Movement across Civil Parking Enforcement operations was nearly £19,000 and there was a combined net surplus of £58,392 which was improvement from the March 2023 forecast.
- The latest position was due to the combination of additional recharges and variations in costs as shown in section 4 of the report against the backdrop of a reduction in pay and display income, and the end of the Ministry of Housing, Communities and Local Government's income support scheme.
- Norfolk Parking Partnership Civil Parking Enforcement Account:
 - The full impact of the pay award had been factored into calculations.
 - Penalty Charge Notice income improved in February and March 2023 and was 2.4% better than reported to the Joint Committee in March 2023.
 - The on street pay and display income in Great Yarmouth was similar to that forecast in March 2023. This income had decreased due to a lower number of visitors to the area.
 - There had been a 6.5% increase in pay and display income in King's Lynn. £4,500 of this increase had been due to cashless income.
 - A 9.5% increase in Great Yarmouth resident permit income had been seen this quarter, reflecting the increase in annual tariff. In King's Lynn there had been a 14.8% increase in resident permit income.
 - The key points noted and discussed in the report, had led to a subtotal forecast of £59,235; after external contracts had been factored in there would be a net surplus of £22,696.
- Cllr Tim Adams arrived 2:07pm
- Norwich City Council Civil Parking Enforcement Account:
 - There had been a £45,660 reduction in enforcement costs by reducing transport supplies and services; this included the £17,000 pay award and increased survey costs.
 - There had been an 11% increase in Penalty Charge Notices which required additional processing, however other efficiencies had meant the cost of this was 25% lower than the previous year. Forecast Penalty Charge Notice income did not materialise during the remaining two quarters of 2022-23, but the income was 17.5% above 2021-22.
 - An £84k spike had been seen during the last quarter in on-street pay and display costs, £47.5k of which was equipment purchases, which could ultimately be capitalised and removed from the CPE revenue account for 2022/23.
 - Permit income was less than the March 2023 forecast but higher than in 2021-22.
 - Dispensation income was up by 9.5% than forecast in March 2023.
 - Bus lane income did not attain the March 2023 forecast income
- There was new information as requested by the Joint Committee shown in appendix C of the report. This was a high level summary of the current forward programme of new Civil Parking Enforcement schemes officers are working on. This appendix gave the status and progress of each scheme in the programme.

5.2 The following points were discussed and noted:

- The Chair asked about the reduction in street parking costs in King's Lynn and Great Yarmouth. The Better Parking Strategy Manager replied that there had been a year on year reduction in the overall combined direct staff overhead costs.
- The Chair asked if all pay and display machines were working correctly. The Better Parking Strategy Manager replied that all machines were indeed working correctly and some in Norwich had recently been converted to pay-by-card on a trial basis following a review.
- The Chair asked when the Norwich City Council Civil Parking Enforcement back-office functions would be joined with those of King's Lynn. Officers confirmed that the target date for this was 1 October 2023.
- The Chair asked for more information on bus lane maintenance costs. Officers confirmed that there had been an increase in the cost of the contractor providing bus lane cameras and maintenance which had been factored into the cost. Bus lane enforcement was an ongoing project which would be brought back to the County Council in October as part of the Moving Traffic Offences work.
- Officers confirmed that Appendix C showing future parking programmes gave the best calculations of income possible at the time of writing; more mature schemes could show a more accurate forecast of income. Work was being carried out with local stakeholder groups to get buy in on projects before moving to consultation.
- David Disney discussed the co-funding model for new parking schemes followed at South Norfolk District Council and asked if future parking schemes would also be funded on a similar arrangement. The Better Parking Strategy Manager confirmed that a contribution would always be sought from town, parish or district councils for putting in place a new parking scheme. There was discussion over whether this was a requirement or a request. Officers confirmed that there had not been the need to bankroll any failed schemes so far due to ensuring early engagement with local residents before taking to formal consultation.
- The Assistant Director - Highway Services noted that there had been examples of communities approaching the council wanting to fund parking schemes to address issues in their local area; this was an area for further exploration.
- The Chair noted that introducing new parking schemes would benefit businesses by ensuring good turnover as well as benefitting residents. Ensuring community input on residential parking schemes was important.
- Cllr Martin Booth noted the small amount of income made from Civil Parking Enforcement compared to the public perception. The Chair noted that Civil Parking Enforcement was not a cheap operation taking into account the cost of staffing, maintaining vehicles, and back office functions.
- Cllr Martin Booth asked whether Community Infrastructure Levy money could be used towards parking schemes. David Disney agreed to discuss this with Cllr Booth as this was a planning function.
- Cllr Martin Booth asked whether school parking issues could be addressed by Civil Parking Enforcement. The Chair felt it was not ideal to have lots of cars parked outside of schools at drop off time however introducing no-parking zones outside of schools moved the issue to another area.
- Martin Chisholm added that school parking was one of the largest areas for a complaint in Civil Parking Enforcement. There were not enough staff to enforce parking outside all schools every day. He felt it would be more beneficial for highway engineers to think about planning of the roads outside schools to ensure they met their intended purpose by allowing an amount of parking while restricting their intended use.

- The Chair noted that no parking zones conflicted with the right for parents to choose the school their children went to, with low traffic and low speed zones complicating matters. The traffic causing congestion at pick up and drop off time was inconvenient however he noted that it also slowed traffic to a crawl which was safer for children who were leaving school. Martin Chisholm added that there was an ultimate aim for parents to park responsibly rather than for there to be no parking.
- Cllr Tim Adams suggested that beat managers could be used as a way to have a presence outside of schools to address issues such as obstructions on curbs and driveways, and that more work could be done with the police in the long run.
- Cllr Daniel Candon asked for more information on why King's Lynn had made more income on pay and display than Great Yarmouth. Martin Chisholm confirmed that the pay and display parking changes in King's Lynn were mostly related to use by locals than tourists and a positive trend being seen towards use of the cashless app which allowed people to top up their parking without returning to the car. Pay and display revenue was making a return to pre-covid levels due to more people taking holidays abroad.
- On-street machines were Norfolk County Council equipment and maintained by Kings Lynn and West Norfolk District Council Civil Parking Enforcement with income going into the Norfolk County Council account. It was predicted that some coin machines would be swapped for card payment machines moving forward, with a reduction expected in cash income in resort areas and an increase in app use.

5.3 The Joint Committee:

1. Reviewed and commented on the latest 2022/23 forecast outturn for the NPP (Norfolk Parking Partnership) CPE (Civil Parking Enforcement) Account.
2. Reviewed and commented on the latest 2022/23 forecast outturn for the Norwich City CPE Account.

The meeting concluded at 14:48

Chairman



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