

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Thursday, 14 July 2022
at 3pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Martin Wilby (Chair)

Cllr Brian Long

Norfolk County Council

Borough Council of King's Lynn and West Norfolk

Non-Voting Members Present

Cllr Mike Stonard

Norwich City Council

Officers Present:

Ralph Burton

Martin Chisholm

Ian Gregory

Kat Hulatt

Miranda Lee

Breckland District Council

Borough Council of King's Lynn and West Norfolk

Better Parking Strategy Manager, Norfolk County Council

Head of Legal Services

Great Yarmouth Borough Council

1. Apologies for absence

- 1.1 Apologies were received from Cllr Jo Copplestone, Joanne Deverick, David Disney, Michele Earp, Cllr Richard Elliott, Cllr Paul Hewett, Cllr Lisa Neal, Cllr Graham Plant and Karl Rands.

2. Minutes

- 2.1 The minutes of the meetings held on 8 March and 15 June 2022 were **AGREED** as an accurate record.

3. Declarations of Interests

- 3.1 No interests were declared.

4. Items of Urgent Business

- 4.1 No urgent business was discussed.

5. Finance Update

- 5.1.1 The Joint Committee received the report detailing the latest and most up-to-date forecast outturns for both the Norfolk Parking Partnership and Norwich City Council Civil Parking Enforcement operations.
- 5.1.2 The Better Parking Strategy Manager, Norfolk County Council, introduced the report to the Joint Committee:

- Appendices A and B of the report showed improvement throughout the year with a surplus of £180,556.
- The Norwich City Council account had significantly improved with a forecast surplus of £50,226.
- A combined net surplus of £230,782 was now forecast.
- Figures shown in the report were very accurate within £1500 of the final declared account. Quarter 4 data had been received from partners. A full year-end report would be presented to the Joint Committee in September 2022.
- The proposed increase in pay and display and resident parking tariffs had now been approved via a Delegated Cabinet Member decision report.

5.2 The following points were discussed and noted:

It was noted that the figures reported in the appendices were positive.

- Ralph Burton asked for an update on North Norfolk District Council's partnership contribution. The Better Parking Strategy Manager, Norfolk County Council, replied that two formal requests had been made to the district and a response was being waited for. The contribution would continue to be sought.
- Ralph Burton asked what had contributed to the significant swing seen in the figures since the last report. The Better Parking Strategy Manager, Norfolk County Council, replied that officers had been pessimistic in their forecasting. Additionally, a sum had been put aside in the account for losses which were originally predicted, but as the loss was not as great as predicted an accrual was brought back into the account, offsetting deficits.
- Partners providing forecasts on a regular basis had been helpful in for forecasting.
- Martin Chisholm discussed that the PCN (Penalty Charge Notice) income year to date was lower in 2021-22 than in 2020-21 which was not unusual due to the current economic climate. 2022-23 may also be difficult for PCN income due to the increasing cost of fuel impacting on people's travel habits and the economic climate causing people to be more compliant with parking rules.
- The Chair noted that the good weather could also encourage more visitors to Norfolk.
- Miranda Lee reported that Great Yarmouth were expecting a busy summer season which would lead to a good outturn.
- Mike Stonard reported that a good footfall was being seen in Norwich which was better than the average seen across the UK. Open book accounting work had allowed changes in the way resources were managed by Norwich City Council. Improvements were needed to reach pre-pandemic levels of visitors in Norwich.

5.3 The Joint Committee:

1. **Reviewed** and **commented** on the latest 2021/22 forecast outturn for the NPP CPE Account.
2. **Reviewed** and **commented** on the latest 2021/22 forecast outturn for the Norwich City CPE Account.

5.4 The Joint Committee discussed the Terms of Reference, appended to the Agenda at page 19-22:

- Cllr Long discussed the meeting on 15 June 2022 where the Chair and his substitute had been unable to attend, meaning the meeting had been unable to go ahead. He queried whether the terms of reference could be reviewed, with regard to the chairing provisions, so that in future situations like this someone else on the Joint Committee could chair the meeting. The Chair noted that this had been an unusual set of circumstances and that usually either himself or his

substitute would be present at meetings. He was happy to discuss this at the following meeting when the terms of reference was due to be discussed.

- The Head of Legal Services noted that it was always useful to refresh terms of references of Committees and asked Joint Committee Members to send any suggestions to her to help inform the report on governance of Norfolk Parking Partnership Joint Committee being brought to the meeting in September 2022.

The meeting concluded at 12.25

Chairman



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