

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Tuesday, 07 March 2023
at 2pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Graham Plant (Chair)	Norfolk County Council
Cllr Daniel Candon (Vice-Chair)	Great Yarmouth Borough Council
Cllr Richard Elliott	South Norfolk District Council

Non-Voting Members Present

Cllr Jo Copplestone	Broadland District Council
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Officers Present:

Ralph Burton	Breckland District Council
Martin Chisholm	Borough Council of Kings Lynn and West Norfolk
Joanne Deverick	South Norfolk District Council
Rebekka Roberts	Norwich City Council
Ian Gregory	Better Parking Strategy Manager
Miranda Lee	Great Yarmouth Borough Council
Karl Rands	Assistant Director - Highway Services

The Chair thanked Cllr Martin Wilby for his work as Chair of the Joint Committee over the previous years.

1. Apologies for absence

- 1.1 Apologies were received from Cllr Harry Humphrey, Cllr Paul Hewett and David Disney, officer from South Norfolk District Council, (Michele Earp substituting).

2. Election of Vice-Chair

- 2.1 Cllr Plant nominated Cllr Daniel Candon, seconded by Cllr Richard Elliott. Cllr Candon was duly elected as Vice-Chair of the Joint Committee for the ensuing Council year.

3. Minutes

- 3.1 The minutes of the meetings held on 7 December 2022 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 (NPP) and Norwich City Council (NC) Civil Parking Enforcement (CPE) operations.

- 6.1.2 The Better Parking Strategy Manager introduced the report to the Joint Committee:
- This was the second financial report for the accounting year 2022-23 showing the latest position for the NPP and NC accounts
 - There had been a slight but anticipated reduction in the NPP forecast surplus, from £33,157 to £30,818 (£2339 less). Most known staff cost increases (pay award) have been factored in, with a few still to add. However this should only make a small difference to the forecast.
 - There had been a significant improvement (£52,185) in the Norwich City forecast since the report to the Joint Committee in December 2022, changing from a deficit of £43,569 to a surplus of £8,617.
 - In total there was nearly £50,000 movement across both accounts. Latest figures since publication of the report indicated improvement on the overall estimated net return by around £10,000.
 - Section 2, 3 and 4 of the report showed the changes since the December 2022 report and highlighted the summary of the high-level changes.
 - The NC account had seen positive improvement:
 - More accurate forecasting of staff vacancies had reduced the enforcement cost forecast by £52,125.
 - The forecast Penalty Charge Notice (PCN) income did not materialise, and the budget had been revised down to reflect this. The lower forecast was still 24% greater than actual outturn for 2021-22.
 - Resident permit costs had been more accurately recalculated in this forecast giving rise to a 7% reduction on the December 2022 figure.
 - Pay and Display (P&D) income was less than reported in December 2022 by 2.5%.
 - Bus lane maintenance back-office costs had been reduced by £35k due to a correction to the Norwich City Budget.
 - The cumulative impact of these points had improved the NC subtotal, giving a forecast outturn surplus of £8,617, a £52,185 improvement on the £43,569 deficit reported in December.

- 5.2 The following points were discussed and noted:
- The Chair was pleased to note the improvement in the NC accounts and thanked officers for their work.
 - Officers were asked about progress on receiving the contribution from North Norfolk District Council and whether the contributions from District and Borough Councils would be sufficient in the face of increasing costs. The Better Parking Strategy Manager confirmed that the North Norfolk District Council contribution would continue to be sought however so far had not been successfully obtained.
 - The Chair noted that all District Councils apart from North Norfolk District Council had paid their contribution towards the Norfolk Parking Partnership. The Chair suggested that raising these funds in North Norfolk via alternative means should be investigated, such as through implementing on street parking schemes and asked officers to look into this. The Assistant Director, Highway Services, replied that officers had liaised with communities with parking problems areas to develop schemes for on street parking and pay and display schemes to help alleviate congestion. Officers would look at each area and determine schemes which could be implemented, including in North Norfolk District Council.
 - The Chair highlighted the importance of CPE in addressing issues in local areas such as irresponsible parkers blocking resident parking spaces, and alleviating

traffic problems including in coastal villages. Officers reported that they would continue to work with coastal communities to see how congestion could be further alleviated.

- Officers clarified that, as there was no legal agreement with or obligation on district councils to pay the contribution towards NPP, there was also no legal mechanism to recover the funds from North Norfolk. Officers would look into schemes in the area which could be implemented, taking into account the need for local buy in and Member support.
- The impact of the pay award on the NC account was queried. The Better Parking Strategy Manager confirmed that the pay award figures had been factored into the NC figures shown in the report; no further movement was expected. It was suggested that an early letter to District and Borough Councils on the impact of future pay awards on the costs for Norfolk Parking Partnership would be helpful.
- The Assistant Director, Highway Services, **agreed** to bring a programme of current planned schemes and possible future schemes being considered for 2023-24 and beyond to the July Norfolk Parking Partnership Joint Committee meeting
- Officers highlighted the benefits of hybrid on-street pay and display parking to provide an option for free, short stay parking alongside pay and display long-stay parking, as well as reducing the amount of enforcement visits that were required and increasing effectiveness of enforcement. The chair noted that hybrid schemes could help support businesses by facilitating a quick turnover of short-stay 'pop-in shopper' parkers who were allowed to park for the free period.

5.3 The Joint Committee:

1. Reviewed and commented on the latest 2022/23 forecast outturn for the NPP CPE Account.
2. Reviewed and commented on the latest 2022/23 forecast outturn for the Norwich City CPE Account.

The meeting concluded at 14:27

Chairman



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