



Norfolk County Council

Norfolk Parking Partnership Joint Committee

Date: 7 March 2023

Time: 14:00

**Venue: Council Chamber, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and members of the public may watch remotely by clicking on the following link: [Norfolk County Council YouTube](#)

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We have amended the previous guidance relating to respiratory infections to reflect current practice but we still ask everyone attending to maintain good hand and respiratory hygiene and, at times of high prevalence and in busy areas, please consider wearing a face covering.

Please stay at home if you are unwell, have tested positive for COVID 19, have symptoms of a respiratory infection or if you are a close contact of a positive COVID 19 case. This will help make the event safe for attendees and limit the transmission of respiratory infections including COVID-19.

Persons attending the meeting are requested to turn off mobile phones.

Membership

County Councillors

Cllr Graham Plant (Chair)

Substitute: Cllr Andrew Jamieson

District Councillors

Cllr Richard Elliott

Substitute: Cllr Lisa Neal

South Norfolk District Council

Cllr Harry Humphrey

Substitute: Cllr Paul Kunes

Borough Council of King's Lynn
and West Norfolk

Cllr Daniel Candon

Great Yarmouth Borough Council

Non-Voting District Councillors

Cllr Paul Hewett

Substitute: Cllr Phil Cowen

Breckland District Council

Cllr Eric Seward

Substitute: Cllr Tim Adams

North Norfolk District Council

Cllr Mike Stonard

Norwich City Council

Cllr Jo Copplestone

Substitute: Cllr John Emsell

Broadland District Council

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Hollie Adams on 01603 223029
or email committees@norfolk.gov.uk

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A g e n d a

1. To receive apologies and details of any substitute members attending

2. Election of Vice-Chair

To elect a Vice-Chair from the voting members of the Joint Committee.

3. Minutes

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To confirm the minutes of the meeting held on 7 December 2022.

4. Declarations of Interest

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Any items of business the Chairman decides should be considered as a matter of urgency

5. Finance Update

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A report by the Director of Highways, Transport and Waste

Tom McCabe
Head of Paid Service
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Date Agenda Published: 27 February 2023



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Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Wednesday, 07 December 2022
at 2pm in the Council Chamber, County Hall**

Voting Members Present:

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

Non-Voting Members Present

Cllr Jo Copplestone	Broadland District Council
Mike Stonard	Norwich City Council

Officers Present:

Martin Chisholm	Borough Council of Kings Lynn and West Norfolk
David Disney	South Norfolk District Council
Ian Gregory	Better Parking Strategy Manager
Miranda Lee	Great Yarmouth Borough Council
Karl Rands	Assistant Director - Highway Services

1. Apologies for absence

- 1.1 Apologies were received from Cllr Paul Hewett, Cllr Harry Humphrey and Cllr Eric Seward.
- 1.2 The Chair thanked Cllr Brian Long for his input into the Joint Committee over the last few years which had been valuable and a good representation for the West of the County.

2. Minutes

- 2.1 The minutes of the meetings held on 7 September 2022 were **AGREED** as an accurate record subject to an amendment to record Cllr Graham Plant's attendance at the meeting.

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 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 (CPE) operations.
- 5.1.2 The Better Parking Strategy Manager introduced the report to the Joint Committee:

- This report was the first finance update of the year, incorporating the quarter one and two actuals and the income up to October 2022. A detailed breakdown of the position to date was shown in the appendices to the report.
- The latest figures for Norfolk Parking Partnership were a surplus outturn of £33,157 due to reduced income levels and enforcement recharges. The Norwich City Council CPE forecast a deficit of £43,569 compared to a surplus seen last year. This was due to an increase in enforcement costs and bus lane maintenance costs and included the tariff increases and uplift agreed as presented to the Joint Committee in March 2022. The tariff increases were implemented in May 2022.
- The overall position for the two CPE accounts was £147k for Norfolk Parking Partnership and -£96.5k for Norwich City Council as shown in sections 2 and 4 of the report and totalled -£43.5k across both combined. This gave a projected deficit of £10k across both accounts
- Section 4 of the report gave a more detailed breakdown of key points to note which were also broken down in the appendices.
- There had been some subdued parking income and reviewed parking recharges which had been applied to both accounts.
- The MHCLG (Ministry of Housing, Communities and Local Government) income support available last year (2021-22) was no longer available to supplement income.

5.2 The following points were discussed and noted

- The Chair queried paragraph 5.2 of the report which stated that “a decision to not contribute the full £59,000 to the NPP capital replacement fund (e.g. £48,606) this year could be considered, to produce a balanced budget (ie zero deficit) across both CPE accounts”. The Better Parking Strategy Manager clarified that it was a preference to have a balanced budget to meet good accounting practices, so this could be put forward as an option depending on the appetite of the Joint Committee.
- The Vice-Chair asked for clarification on statements in the report about deficits and increases in income from differing activity which he felt seemed contradictory. The Better Parking Strategy Manager clarified this by stating that filling vacancies had been an increased cost, backed up by increased performance in PCN income. In Norwich, the split between pay and display and resident permit costs had changed, with one increasing by and the other reducing by £60k. The deficit incurred in Norwich had been via an agreed recharge in the business plan of £20k for NCC officer time and £30k for signs and lines maintenance.
- The Better Parking Strategy Manager confirmed the Norwich City CPE position was more positive than last year; a deficit was showing, however there was lost income on the account from Government funding and internal recharges added which impacted on the overall position.
- It was confirmed that the recharges to the NPP and Norwich City Council for signs and lines maintenance and officer time would be an annual recharge. It was noted as a concern as this may mean that Norwich City efficiency savings would need to be made.
- The Better Parking Strategy Manager was asked if the forecast position in the report took account of the national pay award as this would impact on the statement at paragraph 5.2 f the report. The Better Parking Strategy Manager replied that at the time of writing the report the final figures of the pay increase were being calculated and this information would be included in the next report to the Joint Committee in March 2023. The Chair and Vice-Chair **asked** for a

revised estimate to be circulated to the Joint Committee before this date, so that Members could have this information prior to budget setting.

- The Vice-Chair asked for an update on annual contributions being sought from District Councils; The Better Parking Strategy Manager replied that the same contributions as for 2021-22 would be sought from District Councils, following the formula presented to Joint Committee. This would be £10k each from Broadland and Breckland District Councils and £2.5k from South Norfolk District Council. There had been challenges seeking the contribution from North Norfolk District Council; officers had requested the £5.5k contribution from them on a number of occasions but had been unsuccessful. The Vice-Chair felt that considerations should be taken on how money could be raised in this District to cover the cost of enforcement provided if they were unwilling to pay a contribution. The Better Parking Strategy Manager noted that a forward programme of CPE schemes had been looked into for this area to generate income. There was an appetite to work with the Council on such schemes in some areas. The Chair **asked** for an update on this to be brought to the next meeting for the committee to consider. The Better Parking Strategy Manager confirmed that this topic was outside of the remit of the Joint Committee to make a decision on, however **agreed** that an update on progress with this would be brought to the next meeting in March 2023.
- David Disney confirmed that South Norfolk District Council had budgeted for their contribution for next year and were working to mitigate this cost in other ways and on schemes to reduce the cost of enforcement in Broadland and South Norfolk District Councils.
- The Chair felt that seeking a balanced budget position was preferable and proposed that officers sought a balanced position. The Joint Committee **agreed** to move forward with the recommendations based on this proposal.
- The Better Parking Strategy Manager **agreed** to present the Joint Committee with a more accurate and up to date figure for income if this increased.

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 14:32

Chairman



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Norfolk Parking Partnership Joint Committee

Item No: 5

Report Title: Finance Update

Date of Meeting: 7 March 2023

Responsible Cabinet Member: Cllr Plant (Cabinet Member for Highways, Infrastructure & Transport)

Responsible Director: Grahame Bygrave (Director of Highways, Transport and Waste)

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key Decisions: N/A

Executive Summary / Introduction from Cabinet Member

A financial update is provided in this report, detailing the latest and most up-to-date forecast outturns for both the Norfolk Parking Partnership and Norwich City Council Civil Parking Enforcement (CPE) operations.

This is the second financial report for the 2022-23 accounting year, and the latest figures for the Norfolk Parking Partnership (NPP) CPE account forecast a surplus outturn of £30,818 – a very slight reduction on the £33,157 surplus reported at the December 2022 NPP Joint Committee (JC). In contrast, the Norwich City (NC) CPE account position forecasts a surplus of £8,617 – as opposed to a deficit of £43,569 reported in December - due mainly to a number of actual costs being less than forecast and recalculations (reductions) of some forecast costs.

The figures in this report incorporate Q1 to Q3 actual outturns together with best projections for the remainder of the 2022-23 financial year, to give a combined overall annual forecast. Where available, they also include the estimated impact of the recent pay award, with a more up-to-date position being known in Q4.

Recommendations:

- 1. Review and comment on the latest 2022/23 forecast outturn for the NPP CPE Account.**
- 2. Review and comment on the latest 2022/23 forecast outturn for the Norwich City CPE Account.**

1. Background and Purpose

- 1.1 This report presents the latest forecast financial outturn position for both CPE accounts. There has been a slight but anticipated reduction in the NPP's forecast surplus outturn from £33,157 to £30,818 (-£2,339) and a marked improvement in the NC's forecast position, from a £43,569 deficit to an £8,617 surplus (+£52,185), and these movements are explained in more detail in Sections 2 and 4 below. Since the December report, this gives a movement across both CPE operations of +£49,846 and a combined forecast net surplus of £39,435, an improvement of £29,041 on the previous forecast net surplus of £10,394.
- 1.2 Revised staff costs due to the impact of the recent pay award have been factored into the majority of the forecasts shown in this report, but some in the NPP account will only be available during Q3 and will be included in the next NPP financial update. If these revised costs are known by the time this report is presented to the JC, a verbal update will be given in the meeting on the latest position.

2. Proposal

- 2.1 **NPP CPE Account:** The latest 2022-23 year-end financial forecast indicates an expected surplus outturn of £30,818 for the NPP CPE account. Members are asked to review and comment on the latest figures provided.
- 2.2 As detailed in the December JC report, following a recent review of internal recharges, a slight (£15K/pa) increase in NCC officer time has been recharged to the NPP account, also a contribution of £90k towards sign and line maintenance and the repair of other parking defects has been reinstated. These have been included in the Council's 2022/23 Business Plan.
- 2.3 The forecast also includes a proposal to make the regular annual contribution of £59,000 to the Capital Replacement Fund, to cover funding the capital assets used by the Borough/District Councils for the completion of parking partnership duties (eg P&D machines & hand-held computers).
- 2.4 **Norwich City CPE Account:** The latest 2022-23 year-end financial forecast indicates a small surplus of £8,617 for the NC CPE account. Members are asked to review and comment on the latest figures provided.
- 2.5 As in 2.3 above, these figures now also include the addition of an NCC officer recharge (£20k/pa) and a sign and line maintenance contribution of £30k.

3. Impact of the Proposal

- 3.1 The latest forecast position, whilst different to the prior year, is the combination of known and planned for additional recharges (e.g. officer time and sign & line maintenance), reductions in some income streams and variations in some costs, as detailed in Section 4 below. This is also against a backdrop of less than pre-pandemic P&D parking demand and the end of the MHCLG income support scheme.
- 3.2 NPP Contributions from the local Districts Councils to cover 50% of the enforcement deficit for their respective areas will continue to bolster funds further, including general and capital reserves.
- 3.3 It should be noted that the NC forecast also includes the impact of the St Stephens Street bus lane enforcement camera being disabled for 6 months due to construction works. It is expected that during Q3 and Q4 some improvement to the NC net outturn will be achieved now that this camera is fully operational again.

4. Evidence and Reasons for Decision

4.1 NPP CPE Account – 2022/23 Forecast

- 4.1.1 Appendix A shows the latest 2022-23 year-end financial forecast position for the NPP CPE accounts alongside the prior 3 years actual outturns. This provides a more complete picture of the impact of the Covid pandemic and the recovery towards 2019-20 pre-Covid levels. The current projected outturn for 2022-23 is based on a combination of actual and forecast figures and indicates a surplus of £30,818.
- 4.1.2 Key points to note from the forecast are:
- The original Kings Lynn and West Norfolk enforcement and notice processing costs were forecast on last year's actuals and are set to increase when the full impact of the pay award has been calculated and factored into a revised forecast.
 - The pay award for South Norfolk and Great Yarmouth has already been calculated and factored into their forecast enforcement costs – a £6k and £21.1k increase respectively.
 - PCN income improved during December and January and is some £32.7k (10.6%) better than the £487,060 reported in December, and PCN issues are currently tracking around 84% of those issued last year.
 - Gt Yarmouth on-street P&D income has seen a 6.7% (£38,211) reduction since the December report, due to an anticipated post-pandemic drop in seasonal visitor numbers to the resort. This has tended to offset the effect of the recent increase in tariffs which were introduced in May 2022.
 - There has been a slight increase in Kings Lynn forecast P&D income of £4,207 (6.5%).

- There has also been a slight increase in Gt Yarmouth forecast residents permit income of £4,172 (6.2%).
- This has in turn produced an NPP subtotal forecast surplus of £67,357, which is very close to the £69,696 reported in December.
- External Contributions of £59,000 (capital replacement) and £22,461 (from district councils) have still been applied.
- This gives rise to a Latest Forecast Outturn surplus of £30,818, also very close to the £33,157 reported in December.

4.2 Norwich City CPE Account – 2022/23 Forecast

4.2.1 The latest year-end 2022-23 forecast for the Norwich City CPE account is shown in Appendix B, also incorporating the 3-prior year actuals for completeness. The current projected outturn for 2022-23 is based on a combination of actual and forecast figures and indicates a slight surplus of £8,617.

4.2.2 The key points to note from the forecast are:

- Due to more accurate forecasting of staff vacancies and costs since the December report, enforcement costs have been reduced by £52,125 (5%) and notice processing costs by £20,096 (25%).
- PCN income originally budgeted for did not materialise during Q1 and Q2, so the forecast was revised down to £651,524 to reflect this. Notwithstanding this, the lower forecast outturn is still some 24% greater than the actual outturn for 2021/22 (£525,710) and PCNs issued are currently 15% greater than the same period in 2021/22.
- Residents permit enforcement costs also mirror the more accurate recalculation of staff costs and overheads, and the forecast has been revised down to £877,016 accordingly, giving a reduction of £62,341 (7%) on the December figure of £939,357.
- At £423,032, the P&D income forecast is slightly less (£10,574 or 2.5%) than the £433,606 reported in December.
- Bus lane maintenance and back-office forecast costs have been reduced to £221,294 as a result of a £35k correction to the original budget.
- The latest forecast bus lane enforcement (PCN) income is £260,210 and is very close to the December report of £263,157 (within 1%) and has held up well.
- The impact of the foregoing points has produced a much improved City subtotal and Latest Forecast Outturn surplus of £8,617, a considerable £52,185 (120%) improvement on the £43,569 deficit reported in December.

5. Alternative Options

5.1 A decision to not seek contributions from the NPP and NC CPE accounts for sign and line maintenance and capital replacement could be considered, but this would impact on other departmental accounts when such items need

funding, and which are principally to manage on-street parking and for CPE use.

6. Financial Implications

- 6.1 The detailed financial positions are shown in Appendix A and B. For CPE across the whole of Norfolk, the Council is currently forecasting an overall (NPP plus City) movement of +£49,846 and a combined forecast net surplus of £39,435, an improvement of £29,041 on the previous forecast net surplus of £10,394.
- 6.2 Given the continued recovery from the pandemic, the recent cost of living/inflationary pressures, numerous CPE resource issues, the end of MHCLG funding support and more realistic internal recharging, this combined outturn represents a good outlook under the present circumstances. Open-book account meetings are continuing with NC colleagues to identify any further savings and efficiencies.

7. Resource Implications

- 7.1 **Staff: None**
- 7.2 **Property: None**
- 7.3 **IT: None**

8. Other Implications

- 8.1 **Legal Implications: None**
- 8.2 **Human Rights Implications: None**
- 8.3 **Equality Impact Assessment (EqIA)**
 - 8.3.1 Service delivery by the NPP and NC has a positive impact on protected groups by ensuring the highway network is accessible to all and that the benefits provided through the Blue Badge scheme are not misused.
- 8.4 **Data Protection Impact Assessments (DPIA): None**
- 8.5 **Health and Safety implications: None**
- 8.6 **Sustainability implications: None**
- 8.7 **Any Other Implications: None identified.**

9. Risk Implications / Assessment

- 9.1 A combined net surplus of £39,435 is currently identified for both the NPP and NC CPE accounts, which may deteriorate slightly when the full impact of the pay award costs are factored into revised forecasts. However, sufficient funds are held in reserve to cover any deficits, if required. A reduction in the NPP contribution to the capital equipment replacement fund could also be considered as an alternative to cover any deficit .

10. Select Committee Comments

- 10.1 N/A

11. Recommendations

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

12. Background Papers

- 12.1 [07.12.22 - NPP JC Report - Finance Update](#)

Officer Contact

If you have any questions about matters contained within this paper, please get in touch with:

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Appendix A

Norfolk Parking Partnership 2022/23 Forecast Outturn	19/20 Actuals	20/21 Actuals	21/22 Actuals	22/23 Forecast (Jan)
On Street Parking Enforcement				
Kings Lynn & West Norfolk Enforcement Costs	£344,649	£377,384	£384,031	£363,738
Kings Lynn & West Norfolk Notice Processing Costs	£182,444	£140,957	£168,040	£167,905
South Norfolk Enforcement Costs	£18,797	£11,890	£10,665	£16,762
Great Yarmouth Enforcement Costs	£272,053	£232,801	£271,540	£306,171
NCC CPE Costs	£72,491	£49,823	£85,000	£100,000
Signs and Lines Maintenance Contribution				£90,000
Income				
Enforcement (PCNs)	-£622,276	-£392,869	-£535,400	-£519,777
Enforcement Surplus/Deficit - County	£268,158	£419,985	£383,876	£524,799
On-Street Pay & Display				
Great Yarmouth On Street Pay & Display Costs	£30,345	£35,177	£50,697	£51,880
Kings Lynn On-Street Pay & Display Costs	£4,226	£4,531	£5,155	£4,560
Income				
Great Yarmouth On Street Pay & Display Income	-£391,195	-£331,101	-£588,245	-£526,351
Kings Lynn On-street Pay & Display Income	-£58,796	-£24,951	-£65,075	-£69,282
On-Street Pay & Display - County	-£415,420	-£316,344	-£597,467	-£539,194
Resident Permit Scheme				
Great Yarmouth Resident Permit Scheme Costs	£4,601	£11,771	£25,496	£25,534
Kings Lynn Resident Permit Scheme Costs	£6,607	£5,233	£5,550	£5,260
Income				
Great Yarmouth Resident Permit Scheme Income	-£74,164	-£53,684	-£61,781	-£71,501
Kings Lynn Resident Permit Scheme Income	-£13,642	-£11,848	-£12,033	-£12,255
Resident Permit Scheme - County	-£76,598	-£48,527	-£42,768	-£52,962
NPP Subtotal	-£223,860	£55,114	-£256,359	-£67,357
External Contributions				
Capital Replacement Contribution	£59,000		£118,000	£59,000
Contribution from other District Councils		-£80,000	-£22,461	-£22,461
MHCLG Loss of Income Claim		-£134,995	-£19,595	
Subtotal	£59,000	-£214,995	£75,944	£36,539
Actual & Forecast (Surplus)/Deficit Outturns	-£164,860	-£159,880	-£180,415	-£30,818

Appendix B

Norwich City Council CPE 2022/23 Forecast Outturn	19/20 Actuals	20/21 Actuals	21/22 Actuals	22/23 Forecast (Jan)
On Street Parking Enforcement				
Enforcement Costs	£1,227,364	£1,001,477	£985,704	£1,048,340
Notice Processing Costs	£146,713	£104,737	£122,160	£79,102
NCC CPE Costs				£20,000
Signs and Lines Maintenance Contribution				£30,000
Income				
Enforcement (PCNs)	-£700,375	-£383,529	-£525,710	-£651,524
Enforcement Surplus/Deficit - City	£673,702	£722,685	£582,155	£525,919
On-Street Pay & Display and Permits				
On-Street Pay & Display Enforcement Costs	£272,802	£251,467	£129,883	£69,472
Resident Permit Enforcement Costs	£531,446	£846,250	£874,563	£877,016
Income				
On Street Pay & Display Income	-£633,575	-£250,291	-£410,205	-£423,032
Resident Permit Scheme Income	-£743,189	-£714,125	-£824,734	-£955,540
Dispensations Income	-£47,669	-£48,532	-£72,264	-£63,535
On-Street Pay & Display and Permits - City	-£620,184	£84,769	-£302,757	-£495,619
Bus Lane Enforcement				
Maintenance and Back Office Costs	£250,319	£194,972	£212,105	£221,294
Income				
Enforcement	-£406,318	-£200,399	-£276,829	-£260,210
Bus Lane Enforcement - City	-£155,999	-£5,428	-£64,724	-£38,916
City Subtotal	-£102,481	£802,026	£214,674	-£8,617
External Contributions				
Prior year adjustment	£0	£31,644	-£144,842	£0
Norfolk CC parking contribution	£0	£0	£0	£0
MHCLG Loss of Income Claim	£0	-£586,381	-£122,801	£0
Capital Contribution	£35,640	£0	£0	£0
Subtotal	£35,640	-£554,737	-£267,643	£0
Actual & Forecast (Surplus)/Deficit Outturns	-£66,841	£247,289	-£52,969	-£8,617