

## Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

Minutes of the Meeting Held on Tuesday, 18 June 2024  
at 2pm in the Council Chamber, County Hall

### Voting Members Present:

Cllr Graham Plant	Norfolk County Council
Cllr Lisa Overton-Neal (Vice-Chair)	South Norfolk District Council
Cllr Bal Anota	Borough Council of King's Lynn and West Norfolk

### Non-Voting Members Present

Cllr Martin Booth	Broadland District Council
Cllr Daniel Candon	Great Yarmouth Borough Council
Cllr Emma Shires	North Norfolk District Council

### Officers Present:

Hollie Adams	Committee Officer
Matt Atherton	Norwich City Council
Ralph Burton	Breckland District Council
Martin Chisholm	Borough Council of King's Lynn and West Norfolk
David Disney	South Norfolk and Broadland
Louise Gayton	Borough Council of King's Lynn and West Norfolk
Ian Gregory	Better Parking Strategy Manager, Norfolk County Council
Nick Haverson	Highways Special Projects Manager, Norfolk County Council
Lorraine Houghton	Great Yarmouth Borough Council
Miranda Lee	Great Yarmouth Borough Council
David Morton	Borough Council of King's Lynn and West Norfolk

## 1. Apologies for absence

- 1.1 Apologies were received from Cllr Paul Hewett.

## 2. Minutes

- 2.1 The minutes of the meeting held on 14 March 2024 were **AGREED** as an accurate record and signed by the Chair.

### 2.2 Points of discussion from the minutes of 14 March 2024:

- Martin Chisholm clarified that penalty notice information was reported every month and would not be sent to Joint Committee Members unless requested.
- The Vice-Chair asked if the breakdown of the additional £191,000 back-office costs from Norwich City Council had been sought. The Better Parking Strategy Manager verbally updated Joint Committee Members on information received from Norwich City Council. When back-office functions were with Norwich City Council they paid a discounted rate by only paying for team leaders. These Charges related to IT services, accommodation, and personnel. After transfer of the back-office function, the leader of Norwich City Council decided there a discount would not be applied and the recharges would now cover the whole team, including CEOs.

### 3. Declarations of Interests

3.1 No interests were declared.

### 4. Items of Urgent Business

4.1 No urgent business was discussed.

### 5. Financial Update

5.1.1 Norfolk Parking Partnership Joint Committee received the report setting out a financial update detailing the latest forecast outturns for both the Norfolk Parking Partnership and Norwich City Council Civil Parking Enforcement operations, as well as a breakdown of Penalty Charge Notices issued by borough/district councils and a list of potential key performance indicators for review by the Joint Committee.

5.1.2 The Better Parking Strategy Manager and Martin Chisholm introduced the report to the Joint Committee:

- The Norfolk Parking Partnership Civil Parking Enforcement showed a forecast surplus and Norwich City Council Civil Parking Enforcement showed a forecast deficit.
- The bus lane account would be removed from Norfolk Parking Partnership reporting from 2024-25 as it was moving to a different department.
- Quarter 4 information had been received from all district councils so financial information was up to date.
- Surplus outturn for Norfolk Parking Partnership Civil Parking Enforcement had reduced slightly from the March outturn.
- Norfolk Parking Partnership Key Performance Indicators were a new addition in appendix C for review. Data in the heat map, figure 1, was from the last 6 months, and data in figure 2 and 3 was monthly by year, followed by figures 3 and 4 which gave top ten data. The same sets of data were shown in the report by district council area.

5.2 The following points were discussed and noted:

- The Chair asked why there was not data for Norwich City Council from April 2023. Martin Chisholm replied that this was in the Norwich City Council system so was not available for this dataset.
- The Chair and Vice-Chair thanked Martin Chisholm for the Key Performance Indicator data.
- A Joint Committee Member raised the £5000 contribution towards Civil Parking Enforcement from North Norfolk District Council which had not yet been received, noting that services had been provided for processing 991 PCNs issued in North Norfolk District Council. The Better Parking Strategy Manager replied that there had been no progress on the contribution from North Norfolk District Council so other options were being pursued in this area to seek income including discussions in Wells for Pay and Display and resident parking. The Chair encouraged seeking further areas for income.
- A Committee Member noted that there had been changes to signage in some areas in North Norfolk District Council which had caused confusion and driven an increase in fines and suggested this could be addressed. The Better Parking Strategy Manager **agreed** to look into this.
- The Vice Chair asked Cllr Shires to take a conversation back to North Norfolk District Council about their £5000 contribution.

- Cllr Shires asked for clarification on voting rights of district Councils and the function of Civil Parking Enforcement.
  - It was clarified that Civil Parking Enforcement was a government function handed down to the County Council; this function was delegated through a Civil Parking Enforcement agreement with Great Yarmouth Borough Council, Borough Council of King's Lynn and West Norfolk, and South Norfolk District Council and these Councils had voting rights on the Joint Committee due to their role in enforcement.
  - On-street parking enforcement was a County Council function and could not be taken in-house by District Councils. District jurisdiction was for off-street parking only.
  - Schemes were in place in some districts to generate revenue to cover the cost of Civil Parking Enforcement provided in their area, such as pay and display parking. District Councils without such schemes paid a contribution towards Civil Parking Enforcement to cover the cost of Civil Parking Enforcement services provided to them.
  - Paying a contribution towards the cost of Civil Parking Enforcement did not allow non-voting District Councils a vote on the Committee.
- A Joint Committee Member asked if resource been scheduled in to implement the revised parking zones in Great Yarmouth. The Better Parking Strategy Manager replied that the timescales for this were not yet known, but it may be some months before consultation began.
- An officer queried the levying of costs from Norwich City Council raised at the last meeting; The Better Parking Strategy Manager was **asked** to circulate a thorough breakdown of these costs in the next agenda report. The Chair suggested moving these back office to Borough Council of King's Lynn and West Norfolk should be explored as an option if they continued to be this high as they were affecting the overall costs for the Civil Parking Enforcement account. The Vice-Chair agreed with these comments.
- Norwich City Council had been asked to move to the same financial reporting model as other districts so costing could be more easily compared and scrutinised.
- The Chair noted that removal of the bus lane account from the Civil Parking Enforcement would reduce income by around £77,000, and noted further work would be needed to identify areas where income could be increased. Writing to Government to ask that the statutory cost of parking fines was considered for review was raised as a suggestion. The Better Parking Strategy Manager suggested that a baseline increase could be put in on Pay and Display and resident parking. It was also suggested that having good strategic objectives over the next years would be key for ensuring sustainability.
- The Chair thanked officers for their work providing enforcement, but more work would be needed to ensure sustainability of the service in future.

5.3 The Joint Committee reviewed, commented on and:

1. **NOTED** the latest 2023/24 forecast outturn for the Norfolk Parking Partnership Civil Parking Enforcement Account.
2. **NOTED** the latest 2023/24 forecast outturn for the Norwich City Civil Parking Enforcement Account.
3. **NOTED** the KPI information shown in Appendix C of the report

The meeting concluded at 14:56

Chair



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