

**Norfolk County Council & District Councils
Norfolk Parking Partnership Joint Committee
Minutes of the Meeting Held on Thursday 20 September 2012**

Present:

Mr G Plant (Chairman)	Norfolk County Council
Mr K Kiddie	South Norfolk District Council
Mrs E Nockolds	Borough Council of King's Lynn & West Norfolk
Mr M Castle	Great Yarmouth Borough Council

Officers Present:

Mr D Collinson	Norfolk County Council
Mr M Chisholm	Borough Council of King's Lynn & West Norfolk
Mr T Durrell	South Norfolk District Council
Mrs K Jones	Committee Officer, Norfolk County Council
Mr C Kutesko	Norfolk County Council
Mr P Warner	Great Yarmouth Borough Council

1. Apologies and substitutions

- 1.1 Apologies were received from Mr B Bremner and Mr M Kiddle-Morris.

2. Minutes

- 2.1 The minutes of the meeting held on 23 March 2012 were agreed by the Joint Committee and signed by the Chairman as an accurate record of the meeting.

3. Declarations of Interests

- 3.1 Mr G Plant declared a personal interest as he was also a Member of Great Yarmouth Borough Council.

4. Progress Report

- 4.1 The Committee received a report by the Director of Environment, Transport and Development. The report provided information on the development of the Civil Parking Enforcement (CPE) project since the last Joint Committee meeting on 23 March 2012. The report also included, as an Appendix, a Parking Management Schemes Development Guidelines document, which had been previously circulated for comment. These Guidelines complemented the Parking Principles which were submitted to this Joint Committee in March 2012.
- 4.2 Members discussed the ongoing problem across Norfolk of inconsiderate drivers parking in pedestrianised zones and on walkways and pavements which often prevented pushchairs and disabled residents from being able to get around safely. The

following points were raised during the discussion of this issue:

- It was noted that this was a mainly a problem in town centres, around seafront areas, and at local hospitals, and that this issues had been widely reported in the press. It was noted that with the majority of cases the main enforcement powers which could be used was under highway obstruction. Mr Chisholm said that there was strong public feeling about this issue and there was consensus that civil enforcement officers should be given powers to enforce.
- The Chairman stated that there was the option of establishing a Local Traffic Order which required a red line around a specific area but for this to come about a Traffic Regulation Order (TRO) was required.
- Mr Collinson stated that the initial legal advice obtained provided for two options. The first option was via a Traffic Regulation Order (TRO) which would take up to 18 months and required signage. The second option was a blanket approach, (such as in London). This solution would require a robust enforcement policy to be developed to ensure any intervention was proportionate to the issue. He suggested that the Joint Committee agree that officers would consider the best approach and would balance the two options.
- It was noted that any proposed solution would cover Norfolk as a whole and there would not be different solutions for each district partner. It was noted that a street-by-street approach would not be as effective as a Norfolk-wide approach.
- Members agreed the parking guidelines that had been circulated and consulted on and requested that when a possible solution was put forward that officers consider the demographics of the areas the solution would cover. In particular, in Great Yarmouth, while the level of car ownership was lower per capita than other parts of the county, there were still significant parking issues due to visitors to the area and to residents who lived in the town. The guidelines were flexible to take such issues into account.
- The costs of officer time and capital costs needed to be considered as well, whether the scheme would need signage and or significant time to appropriately enforce.
- The Chairman said that any solution would need to have a legal right to be enforced and sanction offenders.

RESOLVED:

- 4.3 That Officers would come up with a proposal regarding the issue of parking in pedestrianised zones across Norfolk after considering the comments made by the Joint Committee so that a decision could be made at the next meeting.
- 4.4 To agree the Parking Management Scheme document and that this document could now be finalised and formally issued.

5. Norfolk Parking Partnership Financial Performance

- 5.1 The Committee received a report by the Head of Finance. The purpose of this report was to highlight the financial performance of the Norfolk Parking Partnership from the beginning of operations on 7 November 2011 to 31 March 2012.

RESOLVED:

To note the performance of the Partnership.

6. Norfolk Audit Services: Appointment of Internal Auditor, Internal Audit Terms of Reference, Code of Ethics and Strategy

- 6.1 The Committee received a report by the Head of Finance. The purpose of this report was to explain the appointment of the Joint Committee's Internal Auditor, review the Internal Audit Terms of Reference, the Code of Ethics and Strategy in accordance with the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom 2006.

- 6.2 In response to a Member question, rather than being audited twice at both a County level and District level, it was suggested that the District level audit would be a "light touch" audit and the primary audit would take place at the County level.

RESOLVED:

- 6.3 To approve the appointment of Norfolk Audit Services as the Committee's Internal Auditor, Terms of Reference as set out in Appendix A and the Code of Ethics as set out in Appendix B and the Strategy at Appendix C of the report.

7. Meeting dates for 2013

- 7.1 Members were asked to agree two meeting dates for March and September 2013.

RESOLVED:

- 7.2 That a selection of dates be circulated to Members and the two meeting dates for 2013 (one in March and another in September) would be confirmed by email after Members had been consulted.

The meeting concluded at 2:45pm.

CHAIRMAN



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