

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

Minutes of the Meeting held on 23 March 2012

Present:

Cllr Graham Plant (Chairman)	Norfolk County Council
Cllr Elizabeth Nockolds	Borough Council of King's Lynn & West Norfolk
Cllr Keith Kiddie	South Norfolk District Council
Cllr Keith Johnson	North Norfolk District Council

Also Present:

Martin Chisholm	Borough Council of King's Lynn & West Norfolk
David Collinson	Norfolk County Council
David Cumming	Norfolk County Council
Tim Durrell	South Norfolk District Council
Jill Fisher	North Norfolk District Council
Robert Ginn	Norfolk County Council
Gary Hewett	Norwich City Council
Chris Kutesko	Norfolk County Council
Peter Warner	Great Yarmouth Borough Council

1. Apologies

Apologies were received from Cllr Charles Reynolds

2. Minutes

No matters were arising from the minutes of the meeting dated 22 September 2011.

3. Declarations of Interest

The Chairman declared an interest as a Member of Great Yarmouth Borough Council (GYBC).

4 Progress Report

4.1 The Committee received a progress report updating on actions since the last meeting in September 2011. Attendees were thanked for their support and contributions so far and were advised that the Civil Parking Enforcement (CPE) went live on 7 November 2011 following a period of staff training, equipment procurement and changes to the penalty charge notice processing systems. All the developed policies and procedures have been put into place.

4.2 The bedding-in period had been a success and overall the business plan had been met.

4.3 The following key points were raised during the discussion:-

- A Memorandum of Understanding (MOU) had been drafted between this Committee and Norfolk Constabulary clarifying where responsibilities lay. This was awaiting signature.
- Regular meetings would be held with Norfolk Constabulary to develop key areas (such as parking at schools and deployment of traffic cones) and to feedback on any issues.
- All agreed that a policy framework was needed to make the scheme sustainable going forward, to make changes and to manage income.
- A discussion was held around school parking. Officers advised that they had spoken with Norfolk Constabulary who were content with the current system and believe it would be difficult to enforce school keep clear markings at 450 schools. The Chairman suggested a system of looking at each school on a case by case basis and dealing with any issues as they arose.
- Concerns were raised regarding the safety of children if working on a case by case basis was adopted. Discussion was held around whether schools could work with the Children's Services Education Department to encourage initiatives such as children walking to school, which would help to alleviate the problem. The Committee noted that all schools had travel plans in place and it was up to them to maintain and update these as necessary. It was explained that the Committee did not have powers to deal with general dangerous highway obstructions and hazards – this power still lay with Norfolk Constabulary.
- New regulations are expected in 2014 which may make "keep clear" markings at schools enforceable without Traffic Regulation Orders (TROs). It was agreed that the Committee should have input into responding to consultations on any proposed changes to the regulations, if this did take place. It was agreed that in the meantime school parking issues should be considered on a case by case basis.

RESOLVED: That the Committee should have input into responding to consultations on any proposed changes to the regulations, if this did take place.

5 Parking Principles

5.1 The Committee received a report on parking principles which set out suggested guidelines for how local authorities would deal with requests for changes to parking principles in order to help with the decision making process and ensure a consistent approach across Norfolk.

5.2 The following key points were raised during the discussion:-

- The parking principles had been drafted by Norfolk County Council in liaison with District authorities. It was explained that this was a live document, and the principles could be changed following further feedback from Districts.
- Concerns were raised regarding principle 5 – parking facilities for people with disabilities - regarding the suggestion of offering 1 hour of free parking. It was

noted that this was a suggested principle rather than a definitive proposal and the whole document was an early guide, but the consensus was for that statement to be removed.

- The aim is to bring the report to Cabinet and Full Council in May 2012.
- It was noted that local Member views should be sought on the document before final approval.
- Agreement was reached that officers would discuss this document with their local Members and supply any suggested changes or agreement within 2 weeks; this could take place via email.

RESOLVED: to feedback any comments and changes which need to be reflected in the draft principles report to David Cumming by 10 April 2012

6 Finance Update

6.1 The Committee received a verbal report on the first financial quarter – 7 November 2011 – 31 January 2012 for Great Yarmouth Borough Council and South Norfolk Council, as follows. Information was outstanding from the other districts.

Sum of £	District Partner		
	Great Yarmouth Borough Council	South Norfolk Council	Grand Total
Capital Set Up Costs	£ 47,076	£ 3,707	£ 50,783
Operating Costs	£ 34,681	£ 5,933	£ 40,614
Income	-£ 26,770	-£ 4,260	-£ 31,030
Operating (Surplus)/Deficit	£ 7,911	£ 1,673	£ 9,584

- Great Yarmouth would need to confirm exactly what period the income collected on behalf of South Norfolk covered, for this table the current assumption was income received during 1st Quarter

7 Date of Next Meeting

The date of the next meeting was confirmed as September 20th 2012, at 2pm.

The meeting concluded at 3.35pm

CHAIRMAN



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