

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

Date: **Friday 20 September 2013**

Time: **10.00am**

Venue: **Edwards Room
County Hall
Martineau Lane
Norwich**

Membership

County Councillors

Mr Brian Hannah (Chairman)

District Councillors

Mr Keith Kiddie	South Norfolk District Council
Mrs E Nockolds	Kings Lynn & West Norfolk District Council
Mr M Castle	Great Yarmouth Borough Council

Substitute

Mr M T Jeal	Great Yarmouth Borough Council
Mr B Long	Kings Lynn & West Norfolk District Council
Mr R Bird	Norfolk County Council

Non-Voting District Council Representatives

Mr M Stonard	Norwich City Council
Mr M Kiddle-Morris	Breckland District Council
Mr R Oliver	North Norfolk District Council
Awaiting appointment	Broadland Council

**For further details and general enquiries about this Agenda
please contact the Committee Officer on:
01603 222966 or email committees@norfolk.gov.uk**

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

(Page 4)

To receive the minutes of the meeting held on 19 March 2013.

3. **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:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

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

4. **Items of Urgent Business**

5. **Annual Report 2012/13**

(Page 8)

Report by the Director of Environment Transport and Development

6. **Hunstanton Parking Management Review - Verbal Overview of Review**

Verbal presentation by Phil Reily

7. **Norfolk Parking Partnership Financial Performance**

(Page 17)

Report by Head of Finance

8. Date of the next meeting

Dates to be confirmed.

Agenda published: 12 September 2013

Chris Walton
Head of Democratic Service
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NR1 2DH



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

Minutes of the Meeting Held on Tuesday 19 March 2013

Present:

Mr G Plant (Chairman)	Norfolk County Council
Mr K Kiddie	South Norfolk Council
Mrs E Nockolds	Borough Council of King's Lynn & West Norfolk
Mr B Bremner	Norwich City Council

Officers Present:

Mr D Collinson	Norfolk County Council
Mr M Chillingworth	Great Yarmouth Borough Council
Mr M Chisholm	Borough Council of King's Lynn & West Norfolk
Mr T Durrell	South Norfolk Council
Mr T Edmunds	Norfolk County Council
Mr D Ellis	North Norfolk District Council
Mr R Ginn	Norfolk County Council
Mr C Kutesko	Norfolk County Council

1. Apologies and substitutions

- 1.1 Apologies were received from Mr M Castle, Mr M Kiddle-Morris and Mr R Oliver.

2. Minutes

- 2.1 The minutes of the meeting held on 20 September 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 There were no declarations of interest.

4. Items of Urgent Business

- 4.1 There were no items of urgent business.

5. Progress Report

- 5.1 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 20 September 2012. The report also included, as appendices, outline proposals to restrict parking in town centre pedestrianised areas and details of the Hunstanton parking review

proposals, including Stakeholder Identification and Involvement document. It was noted that more than twice as many parking tickets were now being issued over a like for like period, and that operational performance had improved. However the number of penalties issued was below the original business case predictions.

5.2 During the discussion the following points were raised:

- Vehicles in pedestrianised zones without waiting restrictions had previously been treated as an offence if they had crossed the line, however the view now was that they had to be seen moving into prohibited areas by police officers. These were not covered by Civil Parking Enforcement (CPE) as they had no waiting restrictions. King's Lynn, Great Yarmouth, Cromer and three other areas were affected. Physical measures needed to be put in place, however this would require a Traffic Regulation Order (TRO) which involved advertising and installation of equipment. This had been budgeted for the following year. More practical enforcement measures were being explored.
- It was confirmed that shopfitters needed a licence to move into a restricted zone however this was not an onerous process.
- Norwich City Council was sharing its successful measures at the Civil Enforcement Delivery Group and at ad hoc operational meetings. The City Council was an active member of the Partnership.
- A programme of parking reviews was being drawn up, which including studying local parking issues and possible improvements. A review in Hunstanton would be commencing shortly.
- Civil parking had been a topic of discussion for the Cabinet Scrutiny Committee, which had received background into how the Partnership had come into effect together with performance comparisons. The Committee had been generally impressed with the changes and the perception of greater enforcement. The question of camera vehicles had been raised, and it had been explained that this may form part of future plans.
- Although CPE was currently being financed from an increase in on-street parking in Great Yarmouth, the initiative was being rolled out across the county, and other ways of balancing finance were being explored.
- Terms of reference for the Hunstanton review were being drawn up and discussion had taken place with stakeholders. Further consultation was needed, however previous consultations in Great Yarmouth had shown a limited response. It was emphasised that feedback formed an important part of shaping any scheme design. The consultation would be for a four week period.

RESOLVED:

5.3 To note the committee's views on proposals for restricting waiting and allowing civil parking enforcement in the identified town centre pedestrianised areas;

5.4 To note the committee's views on the proposals for reviewing the parking management

arrangements in Hunstanton.

6. Norfolk Parking Partnership Financial Performance

6.1 The Committee received a report by the Head of Finance. The purpose of the report was to highlight the financial performance of the Norfolk Parking Partnership from 1st April 2012 to 30th September 2012. It was noted that the updated figures for Great Yarmouth had been received showing a surplus of £58,514.00 with a net expenditure of £82.461.00.

6.2 During the discussion the following points were raised:

- Any surplus would first be used by the Partnership to balance a deficit within another district area within the Partnership. Any remaining surplus would be allocated to highways works.
- The business cases across the districts were the same, however there was greater income recovery in West Norfolk.
- It was noted that Great Yarmouth had experienced issues around staffing, including sickness and training. Some staff were still requiring training after six weeks. Training was given until they were proficient at the job. It was difficult to recruit seasonal staff, possibly due to the impact this had on a persons benefits. Staff were being trained to NVQ Level 2. Permanent solutions such as annualised hours were being explored however staffing levels would always remain a vulnerability. Other potential solutions included recruitment to permanent posts which could include winter services, however this would require cross-authority working.
- It was technically possible to move resources within the Partnership to other areas experiencing a peak. New technologies could be developed to work across the districts, however issues of prefixes on parking tickets, and ownership of parking tribunal cases, would need to be resolved. Issues mainly related to deployment and productivity, especially in highly urbanised areas.

RESOLVED:

6.3 To note the performance of the Partnership.

7. Date of the next meeting

7.1 Friday 20th September 2013 10am at County Hall, Norwich

The meeting concluded at 2.45pm.

CHAIRMAN



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Annual Report 2012/13

Report by the Director of Environment, Transport and Development

Summary

The County Council introduced Civil Parking Enforcement (CPE) in Norfolk (outside Norwich) with effect from 7 November 2011. It has helped the Council control on-street parking to provide a consistent, efficient and effective regime of on-street parking enforcement across the county, thereby assisting the County Council as traffic authority in discharging its network management duty in such a way as to focus on key issues such as highway safety, accessibility and local environment. CPE is operated based on the premise that any on-street income generated through penalty charge notices (PCNs), pay and display or permit charging is retained and offset against the cost of the scheme and its ongoing enforcement.

This report provides the Annual Report for the first full financial year of operation of CPE in Norfolk and members of the Joint Committee are asked to approve the financial and statistical returns required by Government.

During the period 1 April 2012 to 31 March 2013 19,748 penalty charge notices were issued across the county (excluding Norwich). CPE operations resulted in a deficit of £68,219. This is an improvement on the business model, but work is required to further develop the management of on-street parking in Norfolk to ensure its long term financial sustainability in support the Council's responsibilities to manage traffic on its network. An overall financial surplus occurred in 2012/13 taking into account on-street pay and display receipts.

The capital funding previously approved by the Council to develop CPE together with the surplus that occurred in 2012/13 is proposed to be used to deliver a Forward Work Programme to improve the long term financial sustainability of the scheme and help the Council meet its responsibilities to manage traffic on its local road network.

Action Required

Norfolk Parking Partnership Joint Committee is asked:-

- (i) To agree the financial and statistical returns for the operation of CPE in Norfolk (excluding Norwich City) for 2012/13, as set out in paragraphs 2.1 to 2.4 above and in Appendix 1 for submission to Government.
- (ii) For its views on the scope and nature of the Forward Work Programme, including the transfer of the operational financial surplus from on-street parking in 2012/13 to deliver the Forward Work Programme to improve the long term financial sustainability of the CPE in Norfolk.

1. Background

- 1.1. Norfolk County Council (NCC) as local traffic authority has a network management duty under Part 2 of the Traffic Management Act 2004 (TMA) to secure the expeditious movement of traffic on its road network and to make arrangements as it

considers appropriate for carrying out the action to be taken in performing that duty.

- 1.2. In order to assist in meeting its TMA responsibilities, the County Council introduced Civil Parking Enforcement (CPE) in Norfolk (outside Norwich) with effect from 07 November 2011. Under CPE, the enforcement of on-street parking restrictions has ceased to be the responsibility of the Police (and their Traffic Wardens) and passes to the local traffic authority. The Police remain responsible for endorsable traffic offences.
- 1.3. One of the benefits of CPE is to permit the introduction of a common enforcement service for both on-street and off-street parking by Civil Enforcement Officers (CEOs). This allows the service (including the resulting administration, processing and queries through the Central Processing Units) to be more uniform and efficient for all users, for example by issuing common Penalty Charge Notices (PCNs).
- 1.4. A main benefit of CPE is that the local control of on-street parking can enable consistent, efficient and effective enforcement provision across the county, thereby assisting the traffic authority to use its network management duty in such a way as to focus on key issues such as highway safety, accessibility and local environment. Consequently, CPE can be used to benefit both business and the community, to introduce/enforce Traffic Orders and to set up new measures as may be identified in the Parking Principles and the Traffic Management Programme. More fundamentally, it ensures at least an essential level of enforcement.
- 1.5. The CPE business case is based on the premise that any on-street income generated from CPE either through PCNs, pay and display or permit charging is retained and offset against the cost of the scheme and its ongoing enforcement. In addition, where there is an operational surplus, this can be used to support parking operation and the Council's responsibility as local Highway Authority under Section 122 of the Road Traffic Regulation Act 1984 (RTRA) which may include transport initiatives supporting parking operations in accordance with Section 55 of the RTRA. This does not affect the revenue generated through off-street car parks, which are owned by district councils who will continue to exercise their own controls.
- 1.6. Within Norfolk (outside Norwich), CPE is being operated by the delegation of functions jointly and severally to the Borough Council of King's Lynn and West Norfolk (BCKLWN), Great Yarmouth Borough Council (GYBC) and South Norfolk District Council (SNDC).
- 1.7. CPE commenced across most areas of Norfolk on 07 November 2011. Prior to this time any operating financial surplus arising from the on-street pay and display in Great Yarmouth was used to fund transport initiatives in the borough under the oversight of the Great Yarmouth Joint Parking Committee. Since CPE came into operation any on-street parking income surplus is pooled for use to support and develop CPE. Any surplus left, once the needs of CPE have been taken into account, are used to support transport initiatives in the district or borough area proportionate to where the surplus was generated. Further information about the development of CPE and the use of the operating surplus generated in 2012/13 is included later in this report.
- 1.8. The Council did not make a performance and financial return to Government for the period 2011/12, because the scheme was in its infancy and would not cover a full year of operation. This report, for the period 1 April 2012 to 31 March 2013, is the first Annual Report and sets out performance and financial information about the operation of CPE across Norfolk (excluding Norwich which is covered by separate reporting arrangements via the Joint Norwich Highways Agency Committee).
- 1.9. Dialogue has continued with the Police to ensure that there is agreement over the precise division of responsibilities, given that the Police are still responsible for enforcing

moving traffic offences as well as where vehicles are parked on pedestrian crossings or where there is physical obstruction of the carriageway, footway or an exit from premises. A Memorandum of Understanding has been agreed between the Police and the Norfolk Parking Partnership.

2. **Performance**

Operational Position (1 April 2012 to 31 March 2013)

- 2.1. 22,631 penalty charge notices were issued. Full parking statistics, collated from the borough and districts councils undertaking enforcement across Norfolk (excluding Norwich City) are shown in Appendix 1.
- 2.2. The total income received across the partnership was £897,454. Total expenditure was £639,875, and £43,337 was placed into a fund to cover future capital equipment replacement costs.
- 2.3. £556,479 of the income was generated from Penalty Charge Notices, and £340,975 from On Street Parking Pay & Display fees in Great Yarmouth
- 2.4. Total surplus in respect of CPE (including Great Yarmouth On Street Parking) was £214,242.

Forward Work Programme

- 2.5. It is important to sustain the future viability of CPE and to ensure financial break even as a minimum in order to avoid long term dependency upon other funding streams.
- 2.6. The current business model relies on limited revenue opportunities generated from unpredictable levels of PCNs, together with some of the surplus produced by on-street charging in Great Yarmouth (previously ring-fenced for transport related expenditure in the Borough). Although the business case predicts that the use of this surplus should be sufficient to cover the operating deficit in the short-term (and this is the basis on which CPE has been supported by GYBC), it is not anticipated that this will be sustainable into the future as the income stream is too heavily reliant on PCN revenue. New revenues therefore need to be identified or costs will have to be reduced as ongoing subsidy is not a viable option.
- 2.7. The County Council's Cabinet agreed in January 2012 to seek to increase on street revenues from sources other than PCNs and locations other than Great Yarmouth in order that we may move forward to a sustainable longer term solution. Such measures will need to reflect the need to realise the value and demand of available on-street parking given the lack of use of off-street parking in a particular locality. The aim is to achieve financial break even within each District Council area. £250,000 was provided to help fund this work.
- 2.8. A Forward Work Programme (FWP) has been developed to take forward the development of CPE, including considering the introduction of on-street parking charges and resident permit schemes that seek to manage the demand required for on-street parking in an individual locality. A copy of the items of the programme for 2013/14 is set out in Appendix 2. The programme includes and work is underway to review Hunstanton and parts of Kings Lynn in accordance with the County Council's 'Parking Principles'. At the time of writing this report all of the capital funding agreed by Cabinet is allocated to delivering the FWP.

- 2.9. Discussions are on-going with district colleagues to identify other locations where potential parking management schemes could be brought forward. It is anticipated that subject to funding being available reviews of Aylsham, Cromer, Burnham Market, Holt, Sheringham and Wells-next-the-Sea could also be undertaken going forward. It is proposed to place the on-street parking surplus generated in 2012/13 into the CPE Reserve for use in funding the FWP. Based on current levels of specialist officer resource available for this type of work and the likely levels of funding that may be available it would take at least 5 years to complete all of the reviews mentioned above.

3. **Resource Implications**

- 3.1. **Finance** : There are financial implications resulting from the implementation of CPE, including legal and contractual procedures to be followed, equipment and software to be procured and maintained. The operation of CPE and the delivery of it's Forward Work Programme is undertaken within existing resources, including the CPE Reserve.
- 3.2. The District Councils to whom the functions are delegated have accepted no financial liability arising out of or in relation to the on-street enforcement service. The Joint Committee will be aware of the financial risks that this poses to the County Council and will appreciate the need for partnership working to mitigate these risks as far as possible.
- 3.3. **Staff** : Staffing is a key issue for the implementation of CPE. The District Councils employ back office and/or enforcement staff (CEOs), including those transferred from the Traffic Warden service in accordance with the Transfer of Undertaking (Protection of Employment) Regulations 2006 (TUPE). Staff are trained to undertake CPE duties, including on-street enforcement in accordance with common procedures. The County Council has taken on the parking manager function to monitor the delegation and ensure our statutory duties are discharged. This function was absorbed within the Highways service from 1 April 2013 following the retirement of the Special Projects Manager in the Public Protection service who set up and oversaw CPE implementation across Norfolk.
- 3.4. **Property** : None.
- 3.5. **IT** : To function efficiently and economically a CPE scheme must base its administration and ticketing facilities on established hardware and software systems which, where appropriate, are compatible with other highways and traffic regulation management systems. For such systems to function at the peak efficiencies good telecommunication links are also necessary.
- 3.6. The CPE back office function is being undertaken by both BCKLWN and GYBC. The County Council has been responsible for the costs of converting the existing software to operate CPE and funding the hand held terminals for operation by on-street enforcement staff.
- 3.7. The benefits to the CPE operation in having an ICT solution for the management of Traffic Regulation Orders has been investigated in detail and a process is currently nearing completion. The benefits of such a process expand beyond the CPE requirements.

4. **Other Implications**

- 4.1. **Legal Implications** : The Delegated Function arrangements as implemented are subject to an understanding that ultimate responsibility for proper conduct and management will continue to lie with the County Council.

- 4.2. As an executive function, the legal basis for the delegation is under section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 which leaves the executives of the District Councils to assume responsibility for it.
- 4.3. A formal agreement between all four parties has been signed which sets out the basis of the arrangements, financial matters and the appropriate management structure for the delegation of functions. For information, the agreement is subject to the statutory rights and duties of the County Council.
- 4.4. Implementation of CPE has required a Designation Order to be prepared by the DfT and for a Statutory Instrument to be signed by the Minister and laid before Parliament.
- 4.5. **Human Rights** : None.
- 4.6. **Equality Impact Assessment (EqIA)** : A detailed assessment of the introduction of CPE was carried out. A broad assessment is that a more focussed and visible enforcement service should be beneficial, particularly for pedestrians and disabled drivers. Nothing in this report requires more detailed examination.
- 4.7. **Communications** : A communications strategy and key stakeholder consultation have been implemented. A Norfolk Citizens' Panel survey in 2009 explored attitudes to parking enforcement. On-line consultation has been undertaken with businesses and local councils through the 'Norfolk Matters' and 'Business Matters' electronic newsletters to help establish these key stakeholders' parking enforcement priorities. The wider public have been kept informed through council magazines, including updates in Your Norfolk. Individual items in the Forward Work Programme, for instance the current reviews of Hunstanton and parts of Kings Lynn, include their own bespoke communications and stakeholder consultations. Any changes to existing or the introduction of new Traffic Regulation Orders involves formal statutory consultations.
- 4.8. **Health and Safety Implications** : Better enforcement of waiting restrictions should make a positive contribution to road safety, particularly where the incidence of footway parking can be reduced.
- 4.9. **Environmental Implications** : Better enforcement of waiting restrictions should make a positive contribution to the 'amenity' or general 'well being' of Norfolk's local communities protecting both the physical and natural assets of the county. Helping to ease traffic flow, through the prevention of inappropriate parking restricting the flow of traffic (including pedestrians and cyclists) helps to minimise fuel use and traffic emissions.
- 4.10. **Any other implications** : Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

5. **Section 17 – Crime and Disorder Act**

- 5.1. It is considered that the presence of identifiable uniformed personnel patrolling the streets during daytime, and in some locations up to the early hours of the morning, can arguably do much to increase the public's perception of safety and lead to a reduction in anti-social behaviour and opportunist crime. Whilst the overall level of on-street parking enforcement resource has not changed significantly from that previously provided by the traffic wardens, its visibility has increased particularly where the same enforcement staff

undertake both on and off street enforcement duties in an area.

Action Required

Norfolk Parking Partnership Joint Committee is asked:-

- (i) To agree the financial and statistical returns for the operation of CPE in Norfolk (excluding Norwich City) for 2012/13, as set out in paragraphs 2.1 to 2.4 above and in Appendix 1 for submission to Government.
- (ii) For its views on the scope and nature of the Forward Work Programme, including the transfer of the operational financial surplus from on-street parking in 2012/13 to deliver the Forward Work Programme to improve the long term financial sustainability of the CPE in Norfolk.

Background Papers

Officer Contact

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

Name	Telephone Number	Email address
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Norfolk Parking Partnership – Annual Report 2012/13
Statistical Return*

	South Norfolk	Great Yarmouth	Breckland	Broadland	North Norfolk	Kings Lynn and West Norfolk	County Total (excluding Norwich City)
Number of higher level PCNs served	414	4573	1180	230	1712	5981	14090
Number of lower level PCNs served	1013	3310	1063	93	1330	1732	8541
Number of PCNs paid	1168	5675	1853	253	2513	6340	17802
Number of PCNs paid at discount rate	1010	4805	1589	223	2189	5332	15148
Number of PCNs against which an informal or formal representation was made	300	1748	373	99	562	1295	4377
Number of PCNs cancelled as a result of an informal or formal representation	142	897	200	60	326	515	2140
Number of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	42	365	27	4	40	141	619
Number of vehicles immobilised	0	0	0	0	0	0	0
Number of vehicles removed	0	0	0	0	0	0	0

* Set out in the format required by Government

Norfolk Parking Partnership – CPE Forward Work Programme 2013/14
(not in priority order)

Settlement Reviews

Parking management reviews conducted in accordance with the principles set out in the County Council's 'Parking Principles'. The reviews take into account and can assist and integrate proposed development, regeneration and public realm improvements. Reviews are currently underway in:-

- Hunstanton (Preliminary public consultations complete. Proposals under development. Phased implementation likely commencing mid 2014)
- Kings Lynn (Preliminary consultations being developed. Phased implementation likely commencing mid 2014)

Note: Reviews of the parking management in Cromer, Sheringham and other villages on the north-east coast are scheduled for 2014/15

Enhancement of the Traffic Regulation Orders supporting pedestrianised areas

Where vehicles are observed to be parked in pedestrianised areas it has become apparent that the Traffic Regulation Orders (TROs) which introduced the pedestrianised area by restricting the entry of motor vehicles did not generally include a similar restriction on parking within the area.

This did not appear to create a particular concern when both moving traffic offences such as entering a restricted zone and parking contraventions were enforced by the Police and Traffic Wardens. The split of responsibilities has however led to the situation where the Police are not willing to enforce against vehicles parked in pedestrianised areas unless they have also been observed to have driven into the area in contravention of entry restrictions. Civil Enforcement Officers meanwhile are unable to issue penalty charge notices because there aren't any waiting restrictions in force.

In order to resolve this issue and to avoid compromising the public's perception of CPE, the existing TROs for pedestrianised areas have been examined and a remedial programme has been drawn up for each area. This will comprise consultations and advertisement of proposals, the introduction of new TROs and appropriate signing and lining so that parking enforcement can be carried out. Work is programmed in terms of the Market Place in Great Yarmouth.

Review of School Keep Clear Orders

There is a concern about the safety of children outside of schools at the beginning and the end of the day. School keep clear markings are often abused as easy dropping-off and picking-up points.

It is considered enforcement of clearway markings could potentially improve the situation. It is currently not possible to enforce the clearways with civil parking enforcement officers as most do not have a traffic regulation order to back them.

A priority list is being developed for investigation during 2014/2015. Criteria would include the ease of providing effective enforcement at any particular site.

Streamline Highway Fault Reporting

Changing the 'back office' parking ICT systems within the Borough and District Councils and the County Council's Highway Management System (HMS) to enable CEOs to report via their handheld CPE devices highway faults, such as missing or incorrect yellow road markings or signs, and for such reports to directly feed into HMS. Such arrangements would speed up reporting and potentially the remedy of faults and reduce duplicate handing and data entry across all the authorities involved.

Norfolk Parking Partnership Financial Performance

Report by the Head of Finance

The purpose of this report is to highlight the financial performance of the Norfolk Parking Partnership for the year ending 31st March 2013.

The Joint Committee is asked to review and note the performance of the Partnership.

1. Background

- 1.1 The members of the Partnership are Norfolk County Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk Borough Council and South Norfolk District Council. King's Lynn and West Norfolk Borough Council provide the service on behalf of North Norfolk District Council, Breckland District Council and Broadland District Council.

2. Financial Performance of Civil Parking Enforcement

- 2.1 In the period 1st April 2012 to 31st March 2013, there was a deficit from partner operations of £68,219. The Business Case gave a deficit of £174,033 for the period. A number of factors influenced this. Firstly, in 2012/13 the expected transfer of £51,000 to Norfolk County Council for maintenance of signs and road markings did not take place (although it will in 2013/14). The Partnership also originally expected to appoint a County wide parking manager at a cost of £53,674, and this post remains vacant. The Partners also continue to operate with fewer staff than the Business Case was based on, delivering a saving but also meaning that fewer members of staff are available to issue Penalty Notices. Finally, a contingency of £43,337 has been set aside to cover future replacement of equipment originally funded from the capital budget, and was removed from the overall balance once the Partner surpluses and deficits were known. This contingency is calculated as 20% of the overall equipment expenditure. £13,206 is allocated to Great Yarmouth Borough Council, £29,390 to King's Lynn and West Norfolk Borough council, and £741 to South Norfolk District Council.
- 2.2 Great Yarmouth Borough Council generated £127,970 from Penalty Notices (against £353,825 in the Business Case), had costs of £185,673 (against £469,723 in the Business Case), giving a deficit of £57,703 (a deficit of £115,898 in the Business Case).
- 2.3 King's Lynn and West Norfolk Borough Council generated £404,214 from Penalty Notices (against £446,875 in the Business Case), and had costs of £364,288 (against £495,487 in the Business Case) giving a surplus of £39,926 (a deficit of £48,612 in the Business Case).
- 2.4 South Norfolk District Council generated £24,295 from Penalty Notices (against £44,086 in the Business Case), and had costs of £31,399 (against £53,609 in the Business Case), giving a deficit of £7,104 (a deficit of £9,523 in the Business Case).

3. **Great Yarmouth On Street Parking Pay & Display**

- 3.1 For the period 1st May to 31st October 2012, fees from On Street Parking Pay and Display in Great Yarmouth totalled £340,975 (against £351,900 in the Business Case). Expenditure was also lower than expected, with an actual figure of £58,514 (against £76,500 in the Business Case). This gave a surplus of £282,461 (against £275,400 in the Business Case).

4 **Balances Available**

- 4.1 Taking into account the respective performance of both Civil Parking Enforcement and Great Yarmouth On Street Pay and Display operations as above, in 2012/13 £214,382 was generated. When added to the 2011/12 surplus brought forward of £46,419, gives a balance of £263,801.
- 4.2 The balance on parking receipts generated in Great Yarmouth before Civil Parking Enforcement began in November 2011 was £393,325 as at the 31st March 2013. This will reduce to £253,325 after £140k is released to complete works on the Vauxhall Bridge.
- 4.3 The balance on parking receipts generated in Norwich was £261,562 as at the 31st March 2013.

5. **Resource Implications**

Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

6. **Recommendation**

It is recommended that the Joint Committee accept these figures as a record of performance for the period 1st April 2012 to 31st March 2013.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:
Robert Ginn Tel No; 01603 223182 robert.ginn@norfolk.gov.uk



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