

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

Minutes of the Meeting Held on Thursday, 14 September 2023
at 2pm in the Council Chamber, County Hall

Voting Members Present:

Cllr Graham Plant (Chair)	Norfolk County Council
Cllr Lisa Neal	South Norfolk District Council
Cllr Daniel Candon	Great Yarmouth Borough Council
Cllr Bal Anota	Borough Council of King's Lynn and West Norfolk

Non-Voting Members Present

Cllr Martin Booth	Broadland District Council
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Officers Present:

Hollie Adams	Committee Officer, Norfolk County Council
Ralph Burton	Breckland District Council
Martin Chisholm	Borough Council of King's Lynn and West Norfolk
David Disney	South Norfolk District Council
Ian Gregory	Better Parking Strategy Manager, Norfolk County Council
Miranda Lee	Great Yarmouth Borough Council
Karl Rands	Highway Services Manager, Norfolk County Council
Rebekka Roberts	Norwich City Council

1. Apologies for absence

- 1.1 Apologies were received from Cllr Lucy Shires and Cllr Paul Hewett

2. Minutes

- 2.1 The minutes of the meetings held on 14 June 2023 were **AGREED** as an accurate record.

3. Declarations of Interests

- 3.1 No interests were declared.

4. Items of Urgent Business

- 4.1 No urgent business was discussed.

5. Annual Report 2022-23

- 5.1.1 The Joint Committee received the report summarising the operational performance and financial outturns for the 2022-23 financial year.
- 5.1.2 The Better Parking Strategy Manager introduced the report to the Joint Committee:
- Recovery and normalisation were being seen following the Covid-19 pandemic, shown in the change in visitor numbers in some areas.
 - There was a surplus to the Norfolk Parking Partnership outturn, unchanged from the finance update presented to the Joint Committee at its meeting in June 2023.

The Norwich Civil Parking Enforcement account also showed an unchanged surplus, as shown in the forecast presented to the June Joint Committee meeting.

- Penalty Charge Notices issued which showed a slight reduction compared to last year. The decrease of around 5% seen in Great Yarmouth was expected, due to the reduction in visitor numbers seen caused by normalisation following the Covid-19 pandemic. The number of Parking Charge Notices (PCNs) issued in Norwich was better than last year at 5% higher.
- The Blue Badge Investigator had received 97 reports of misuse, which was slightly less than last year, and 11 people were prosecuted. All 97 reports resulted in actions. Fines levied against contraventions resulted in an increase in fines issued.
- Work with Trading Standards had brought a case to the Magistrates Court this year which resulted in issuing of fines. Subsequent offences of the same type would be enforceable.
- The Better Parking Strategy Manager thanked all partners, officers and colleagues for their work

5.1.3 The following points were discussed and noted:

- The Chair noted the hard work in 2022-23 which had improved the bottom line of the Parking Partnership.
- The Vice-Chair asked about annual contributions of districts to the partnership; the Better Parking Strategy Manager replied that those who had pledged to contribute were doing so. It was noted that the Norfolk Parking Partnership contributions were set up as voluntary contributions and were therefore not enforceable. North Norfolk did not agree to pay a contribution; on balance it was felt that enforcement needed to be carried out in this area so work was being done to develop ways to raise money in this area such as through additional on street enforcement schemes. The Chair agreed that looking for ways to raise funds in this area was important to pursue.
- David Disney noted that sickness and resource issues had been experienced in Broadland during the year; a low number of PCNs had been issued and a third of these were being challenged. The Better Parking Strategy Manager agreed to provide more specific data to David Disney on PCNs in Broadland.
- Cllr Candon asked for an update on the transfer of Norwich CPE back-office to the Norfolk Parking Partnership and what savings this would bring. The Better Parking Strategy Manager confirmed that this was progressing and the target date for this was now November 2023; once accurate savings were known a report would be brought to the Committee.
- Ralph Burton asked for information on the budget for maintenance of equipment. The Highway Services Manager clarified that there was a £190,000 contribution to the Highway Maintenance budget for signs and lines. This was not due to increase in the next financial year but may increase in line with inflation costs. This part of the budget covered the cost to follow up on complaints on the quality of signs and lines which were affecting enforcement, inspections of the signs and lines and officer time.
- Technology was being rolled out which would help enforcers move away from paper based permits.
- The Blue Badge Investigator identified where to best spend their time through reviewing public complaints and intelligence received from enforcement staff. Enforcement staff had been trained by the Blue Badge Investigator to have greater confidence implementing Blue Badge enforcement. Joint Committee Members noted the positive and well-received work undertaken by the Blue Badge Investigator and his achievements.
- Cllr Booth noted that the figures for Broadland District Council were lower than

other districts. Martin Chisholm noted that Broadland had one fte CEO who was supported by other teams when needed; this area had lower figures due to being a rural area with fewer restrictions.

- Members discussed how the drop seen in PCNs may be due to poor weather influencing people's visiting habits in resort areas over the summer. Miranda Lee reported that there had been a poor June and July period in Great Yarmouth but August had been busier.

5.2 The Joint Committee **AGREED**

1. To note the positive financial performance and surplus outturns of both the Norfolk Parking Partnership (NPP) and Norwich City (NC) Civil Parking Enforcement (CPE) year-end accounts.
2. To note the positive NPP and NC operational performance over the last 12-month reporting period.
3. To note the positive work undertaken and achievements made by the Blue Badge Investigator over the last 12-month reporting period.

The meeting concluded at 14:42

Chairman



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