



Norfolk County Council

Norfolk Parking Partnership Joint Committee

Date: Thursday 12 September 2019

Time: 2.00pm

Venue: Eddwards Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH

Persons attending the meeting are requested to turn off mobile phones.

Membership

County Councillors

Cllr Martin Wilby (Chairman) *Substitute: Cllr Barry Stone*

District Councillors

Cllr Lisa Neal	<i>Substitute: Cllr Kay Mason-Billig</i>	South Norfolk District Council
Cllr Paul Kunes	<i>Substitute: Cllr Richard Blunt</i>	Borough Council of King's Lynn and West Norfolk
Cllr Graham Plant		Great Yarmouth Borough Council

Non-Voting District Councillors

Cllr Paul Hewett		Breckland District Council
Cllr Eric Seward		North Norfolk District Council
Cllr Mike Stonard		Norwich City Council
Cllr Jo Coplestone	<i>Substitute: Cllr Peter Bulman</i>	Broadland District Council

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Hollie Adams on 01603 223029
or email committees@norfolk.gov.uk

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A g e n d a

1. **To receive apologies and details of any substitute members attending**

2. **Election of Vice Chair**

3. **Minutes**

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To confirm the minutes of the meeting held on 14 February 2019

4. **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, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management. If that is the case then you must declare such an interest but can speak and vote on the matter.

District Council representatives will be bound by their own District Council Code of Conduct.

5. **Any items of business the Chairman decides should be considered as a matter of urgency**

6. **Parking Management at Schools**

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A report by the Assistant Director, Highways and Waste

7. Annual Report 2018-19

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A report by the Assistant Director, Highways and Waste

8. The Better Parking Strategy Project

Verbal Update

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 4 September 2019



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Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

Minutes of the Meeting Held on Thursday, 14 February 2019
at 2pm in the Edwards Room, County Hall

Members Present:

Mr B Spratt	Norfolk County Council
Mrs L Neal	South Norfolk District Council
Mrs K Mellish	Borough Council of King's Lynn and West Norfolk
Mr G Plant	Great Yarmouth Borough Council

Officers Present:

Martin Chisholm	Borough Council of King's Lynn and West Norfolk
Dave Stephens	Norfolk County Council
Miranda Lee	Great Yarmouth Borough Council
Deborah Davies	South Norfolk District Council
Tim Young	Project Engineer, Policy and Performance, Norfolk County Council
Ian Gregory	Better Parking Strategy Manager, Norfolk County Council

1. Apologies for absence

- 1.1 Apologies were received from Joanne Day and Michele Earp (Deborah Davies substituting)

2. Minutes

- 2.1 The minutes of the meeting held on 4 October 2018 were **AGREED** as an accurate record and signed by the Chairman.

2.2 Matters arising from the minutes

- 2.2.1 Paragraph 8.3: The report on school keep-clear markings would be brought to the Norfolk Parking Partnership meeting in June 2019

3. Declarations of Interests

- 3.1 The following interests were declared:
- The Chairman declared a non-pecuniary interest as one of his family members was a Blue Badge holder
 - Mrs Lisa Neal declared a non-pecuniary interest as a Blue Badge holder

4. Items of Urgent Business

- 4.1 No urgent business was discussed

5. Performance Monitoring Update

- 5.1.1 The Joint Committee received the report giving an update on performance and progress towards meeting Key Performance Indicators (KPIs)

- 5.1.2 The Team Manager, Network Safety & Sustainability, introduced the report:
- Progress was being made towards improving efficiencies
 - Some areas of performance management identified as requiring further focus by the Officer Working Group were improving accuracy, maintaining an up to date business plan and agreeing and monitoring KPIs; some KPIs were un-workable and needed reviewing
- 5.2 The following points were discussed and noted:
- The Team Manager, Network Safety & Sustainability, confirmed that Norfolk Police attended the Officer Working Group. Cross working between civil enforcement and Police enforcement could be further developed to support with problems particular to rural villages by looking at a civil enforcement service
 - The Team Manager, Network Safety & Sustainability, confirmed there was no Member input into the Officer Working Group however it was not a decision-making group. If Officers identified areas for change, they would bring these to the Parking Partnership as a recommendation; the decision for recommended changes lay with the Norfolk Parking Partnership. Organisations represented at the Officer Working Group were expected to feed back to their respective Members
 - Martin Chisholm clarified for the Joint Committee that the remit of the Officer Working group was to deal with delivery of service as delegated to them by Norfolk Parking Partnership, such as progressing operational matters dictated within the parking principles and other day to day matters
- 5.3 The Joint Committee **AGREED** that
1. Officers should review the currently defined KPIs as shown in Appendix A of the report and, if appropriate, any proposed changes to the KPIs or other benchmarking tools should be brought back to the Joint Committee later in the year
 2. Going forward, the Officer Working Group should consider the need for wider sharing of information under revisions to the Delegated Functions Agreement, which may be required to extend the participation of District Councils in the Joint Committee.

6. Expanded Eligibility for Blue Badge Holders – Impact on Service

- 6.1.1 The Joint Committee considered the report providing an update on investigation and prosecution of Blue Badge offences by Norfolk County Council, changes which would increase demand for on and off-street Blue Badge parking and seeking funding for the Blue Badge Investigator for a further 2 years after this came to an end in March 2019.
- 6.1.2 The Project Engineer, Policy and Performance, introduced the report:
- Funding for the Blue Badge investigator was managed within the Norfolk County Council budget allocation at around £30,000 per year
 - Government expansion of blue badge eligibility criteria from summer 2019 would increase eligibility by approximately 20%, equating to approximately 8000 more Badge Holders in Norfolk and an estimated 1600 more potential misuse cases
 - If the Joint Committee agreed to fund the Investigator, Officers would be able to report on whether the resource would cover the increase in misuse cases in Autumn 2019
- 6.2 The following points were discussed and noted:
- Issuing Blue Badges was a function of the County Council; the Blue Badge Investigator was funded by the Norfolk Parking Partnership and was not a statutory requirement
 - Blue Badge investigations had been successful and brought positive publicity
 - It was recognised that as the number of people eligible for a Blue Badge increased, the cases of fraud or misuse were likely to increase
 - Mrs Neal discussed the frustration caused by Blue Badge misuse which took away

parking from those who genuinely needed the spaces

- The Project Engineer, Policy and Performance, reported that wrongful use by family or friends of badge holders was most common; fraud was less common
- Mrs Mellish thanked Blue Badge Investigator Jim Blake for all his work
- Complaints about suspected misuse were likely to increase with increased eligibility so the Investigator would be important to make the scheme sustainable
- Costs from misuse prosecutions were pursued and sometimes gained but were not high enough to reflect the cost of providing the service; work was underway with magistrates across the County to introduce consistency
- A discussion was held about Blue Badge holders parking on double yellow lines outside of carparks which had designated disabled parking spaces. The issues this parking could create, such as to safety when near junctions or corners, and by increasing congestion, were discussed
- It was also noted that concession to park on double yellow lines for up to 3 hours, and in short stay bays all day were part of the Blue Badge Scheme
- It was **suggested** that paragraph 1.7 of the report be reworded regarding management of kerb sides; if evidence showed a tendency of parking on double yellow lines near carparks where such parking caused congestion or safety concerns, this should encourage network engineers to consider if single lines would be more appropriate
- The Project Engineer, Policy and Performance agreed to re-word recommendation 5 on basis of the discussion; Members agreed recommendation 5 subject to it being reworded based on the discussion
- District Officers and Members with specific areas of concern were requested to feed this in to County Council officers
- The Assistant Director of Highways & Waste agreed that a targeted approach was needed in areas where parking caused congestion or safety problems while acknowledging that the Blue Badge scheme allowed parking on double yellow lines

6.3 The Joint Committee:

1. **AGREED** to fund the Blue Badge Investigator post for a further period of 2 years.
2. **NOTED** the potential increase in Blue Badge use (as detailed below) and the impact it may have on the Blue Badge Investigation service area.
3. **ENDORSED** close monitoring of the impact the expanded criteria has on the investigation element of the service
4. **AGREED** that this recommendation would be reworded by the Project Engineer, Policy and Performance and circulated
5. **AGREED** *that relevant officers that support the NPP engage with colleagues in their own Authorities who have responsibility for planning, development and parking strategy to ensure that collaborative management of both on and off-street Blue Badge parking provision is achieved. The overarching aim of which is to minimise any negative impact that inappropriate Blue Badge parking has on the highway network balanced against the needs of legitimate users of the scheme*.

** this recommendation was re-worded after the meeting based on discussion held in the meeting and circulated to Members present at the meeting prior to publication of minutes*

7. Better Parking Strategy Project

7.1.1 The Joint Committee discussed the report giving an update on progress of the Better Parking Strategy Project.

7.1.2 The Team Manager, Network Safety & Sustainability, introduced the report:

- The Chairman had written to District Councils about the Better Parking Strategy Project; responses had been received from some councils

7.2 The following points were discussed and noted:

- The £5000 from North Essex Parking Partnership at paragraph 1.4.3 of the report referred to a bid being led by North Essex Parking Partnership on digitalisation of carparking services for carpark users. There would be no cost to Norfolk County Council or Norfolk Parking Partnership
- The Better Parking Strategy was in Phase One, which involved gathering information and benchmarking data to inform more accurate future reports; a more detailed report would be brought to the June 2019 meeting
- South Norfolk District Council had not responded to the Chairman's letter; they had recently appointed a new Leader; Mrs Neal **agreed** to follow this up
- Great Yarmouth Borough Council had sent a letter to the County Council expressing concern about current funding for the Norfolk Parking Partnership budget which came from carpark charges, on-street parking charges and PCNs in Kings Lynn and West Norfolk District Council and Great Yarmouth Borough Council, with other District Councils not contributing at the time
- The £10,000 contribution sought from District Councils was towards the existing Parking Partnership budget deficit and would not contribute towards an increase in Officers on the ground
- It was suggested that the Better Parking Strategy Project presentation should be taken to District Councils to identify issues and work needed in each area. The Team Manager, Network Safety & Sustainability, **agreed** that Officers would discuss the offer with District Members and take the presentation out wider if needed

7.3 The Joint Committee:

1. **NOTED** the progress of the Better Parking Strategy Project to date, given that this commenced on 1 November 2018 and is at a very early stage
2. **COMMENTED** on the progress of the Better Parking Strategy Project to date and provide input for future consideration
3. **COMMENTED** on suggested revisions to the current Parking Principles, in support of the Better Parking Strategy Project, and provide feedback and suggestions by the June Committee Meeting

The meeting concluded at 14.45

**Mr B Spratt,
Chairman**



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Norfolk Parking Partnership Joint Committee

Report title:	Parking Management at Schools
Date of meeting:	12 September 2019
Responsible Chief Officer:	Grahame Bygrave (Assistant Director Highways and Waste)
Strategic impact The proposals presented here will contribute to a service improvement and improve clarity in relation to enforcement of parking restrictions outside schools. Including roles and responsibilities of relevant stakeholders. The long-term goal will be to develop a response tool kit to assist Officers at all authorities to respond to queries from Members, schools and the public.	

Executive summary

Parking outside schools is a divisive subject, with some seeing it as vital part of their daily routine and others seeing it as a road safety issue and nuisance to residents. It is an issue that is constant but has been exacerbated in recent years with growing car ownership, changes in family trends, and employment. In addition, pupil numbers at both primary and secondary schools have increased year on year.

This paper sets out the issues faced at existing schools, at new-build schools, current operational enforcement practices, how we can quantify the problem at a school and what changes in parking restrictions and operational practices can be made.

Recommendations:

That the Joint Committee:

- 1. Notes the content of the report in relation to the current operational practice of the NPP, specifically the 10-minute observation prior to ticket issuance.**
- 2. Agrees to move to an operational position of zero tolerance, cutting the observational period to 5 minutes.**
- 3. Notes the inconsistent application of police powers across Norfolk and agrees that a variation to the current Memorandum of Understanding between the NPP and Norfolk Constabulary should be sought.**
- 4. Agrees that the issue of school parking management spans across all partners, the NPP creates a common stakeholder approach. With a response toolkit to be developed by the Officer Working Group. Including the use of a grading tool to help score the issue against a range of criteria.**
- 5. Notes the current limits of technology in enforcement of parking outside schools.**

1. Proposal (or options)

- 1.1. The introduction of and enforcement of parking restrictions outside schools will always require careful balance. At present the Norfolk Parking Partnership (NPP) Joint Committee takes driver friendly approach to enforcement by giving voluntary additional observation times. In effect we give twice as much observation time as required before issuing a Penalty Charge Notice (PCN). It is within our gift to withdraw this and just use statutory observation times instead. The Joint Committee is therefore asked to;

1. **Note the content of the report in relation to the issues and our current operational practice.**
2. **Agree to move toward a zero-tolerance position by only using required observational periods.**

This is most likely to reduce observation periods from 10 minutes to 5 minutes.

- 1.2. While understanding that Norfolk Constabulary have many competing priorities, they still have an enforcement role to play where Civil Parking Enforcement (CPE) powers at present do not extend. It is important therefore to ensure that, operationally they are consistent across the county which would assist us in presenting a joined-up approach to the school parking.

This could be achieved through an amendment to the existing Memorandum of Understanding between the NPP and Norfolk Constabulary, placing greater emphasis on the issue of school parking. Being clearer on roles and responsibilities, including sanctions available to tackle the issue. The Joint Committee is therefore asked to;

3. **Agree that a variation to the current Memorandum of Understanding between the NPP and Norfolk Constabulary should be sought.**

- 1.3. The issues of parking around schools is one that spans all partner organisations. It is important to recognise that enforcement is not the only tool available and that education and behaviour change play a part too. It is therefore recommended that a multi-stakeholder approach is developed to ensure that enforcing agencies, schools, and the local community are all involved.

It is also important to be able to assess an issue independently of strength of feeling. Therefore, an assessment tool should be developed to give a score to the problem and therefore enable more targeted responses. Thus, prioritising the enforcement response to where it is most needed and sign posting to other community engagement processes where not.

The Joint Committee is therefore asked to;

4. **Agree, that the issue of school parking management spans across all partners, the NPP creates a common stakeholder approach. With a response toolkit to be developed by the Officer Working Group. Including the use of a grading tool to help score the issue against a range of criteria.**

The NPP Officer Working Group (OWG) is well placed to develop this as it is made up of operational/strategic officers and representatives of other stakeholders including the Communications Team.

2. Evidence

- 2.1. The current proposals offer a pragmatic first step in behaviour change around school parking within minimal financial implications. The long-term goal being to jointly develop an appropriate range of interventions.

3. Financial Implications

- 3.1. There are at present no financial implications associated with the current proposals. Proposals as presented can be managed within current budgets.
- 3.2. Implementation of any school parking management tool kit, similar to the Broadland Bike, Walk, Scoot, may require funding to produce materials although this could potentially be offset through the use of a corporate sponsor.

4. Issues, risks and innovation

- 4.1. The County Council as Highway Authority could adopt a more stringent approach to school parking management by introducing more draconian restrictions by default. However, this is likely to have a much greater impact on local residents and receive many more objections during consultation. Further, the introduction of additional parking restrictions will require TROs, these need to be funded and maintained. This is something that at present the County Council would not support. Instead, as present, each location should be taken on its merits.
- 4.2. The use of technology could be expanded. At present enforcing parking restrictions outside schools is very resource intensive. We could consider the use of technology to improve the efficiency of school parking enforcement using approved camera devices. However, legislation is clear that cameras can only be used to enforce certain parking restrictions, they are –
- Red Routes
 - Bus Stop Clearways or Bus Stand Clearway
 - A Bus Lane
 - A Keep Clear zig-zag outside a school

This means at present we could only use cameras to enforce the direct frontage of the school where the keep clear is in place and not the immediate adjacent parking restrictions. There would be a financial investment in setting up a system such as this and at present, CPE would still require a Traffic Regulation Order (TRO) to be in place.

- 4.3. A potentially more versatile piece of equipment that could be considered is a CCTV enforcement vehicle. It could only be used on the restrictions above but would be a highly visible deterrent and when combined with personnel transport could provide a platform for patrolling the surrounding area. There would be a financial investment required in this technology, but its multiple use could mitigate this.
- 4.4. Some more recently built schools have a purpose-built drive in/out drop off and pick up space. This means that parents drive into a loop to drop the children off or pick them up from school under the supervision of staff. This is a useful tool as it both manages traffic flow and parking around the school. It does not solve the issue of parking but does discourage parents dwelling outside the school or vying for parking spaces. It is also reliant upon the school then taking over management and operation of the pickup/drop off which is not always forthcoming. Not all existing schools will be able to achieve this facility due to site constraints, nor have the finances to achieve it. However, it is a feature of new school design that should be considered during the planning process.
- 4.5. With consideration to the information above the Joint Committee is therefore asked to;
- 5. Note the current limits of technology in enforcement of parking outside schools.**

5. Background

- 5.1. Parking around schools, particularly at start and finish times is an emotive subject. Many parents see it as a necessary part of the daily routine and journey to work. Whereas residents who suffer this invasion parking have the opposite opinion, seeing it as unnecessary and obstructive to their daily lives. School management (Headteachers/Governors) also see parking as something that can

affect the health and safety of pupils.

- 5.2. School parking is an issue that is constant but has been exacerbated in recent years due to increased car ownership, changes to school catchments, and especially in the primary sector, closures of village schools resulting in longer pupil commutes. This set against the background of increasing pupil numbers enrolling each year.
- 5.3. Changes to the working life, meaning full time work for both parents, result in less time to undertake the school run using alternate modes (walking/cycling etc.) Similarly changes to family makeup, the rise of single parent families especially, mean that it is often a single parent undertaking all duties which results in increased car use.
- 5.4. Many of our schools are historic buildings, constructed at a time when car ownership was either non-existent or very low. The management of their kerb frontage has therefore been a bolt-on using the parking restrictions available to us in legislation at the time. The majority of which are well respected, but as Committee have previously noted, some driver behaviour is anti-social, ignoring both parking restrictions and having no courtesy to local residents.
- 5.5. The current most commonly used parking restrictions outside schools are the 'keep clear' zig zag road markings. This marking prevents waiting and is effectively a short clearway that applies to the carriageway. It does still allow for boarding and alighting of passengers. When this marking is placed with the correct upright sign its powers extend to preventing stopping at all. However, we do have guidance on the use of this marking and there are limits to its length. Meaning that we cannot overly extend the marking. Similarly, the more that it is applied the less a driver will respect it.
- 5.6. A recent change in legislation allowed the placement of the upright sign without the need for a TRO. This allows enforcement by the police of the no-stopping rule at any time. However, this was not extended to CPE powers and therefore a TRO is still required for our Civil Enforcement Officers (CEOs).
- 5.7. Other parking restrictions in use around schools may be –
Double Yellow Lines, these in general prevent parking.
Single Yellow Lines, these in general prevent parking at certain times of the day or days or the week.
Loading bans, as titled prevent loading operations, including waiting to board/alight passengers, and can be applied to either Double or Single Yellow Lines. They can be at any time or can be timed, for example peak hours.

As a highway authority the more stringent a parking restriction we promote, the higher likely impact it will have on residents going about their daily lives. This means we often must strike a compromise or face stiff resistance to a proposal.

- 5.8. The NPP have taken what we believe to be a balanced approach toward enforcement actions at schools. Recognising that for parents the school run can be important and that often the action of picking up/dropping off a child can be delayed by circumstances beyond control. As a result, we give additional observation time prior to issuing a PCN.

In addition, the presence of CEOs outside a school often results in good driver behaviour for that period.

- 5.9. The wide geographic spread of our schools and rural nature of much of Norfolk means that with the current level of resource deployment at every school each day is just not possible. However, where highlighted with the operational management teams and where there are appropriate restrictions to enforce, CEOs will be tasked to visit schools to undertake high visibility patrolling. Further, in the Norwich City Council operational area they will guarantee a minimum of 1 visit per term to each school.

Police enforcement will vary across the county and is in generally only done when it is a community policing priority with Safer Neighbourhood Teams. Similarly, the approach varies from pro-active (issuing Traffic Offence Reports) to passive (providing high visibility presence to deter only).

Drivers issued with a Traffic Offence Report will receive either –

- A Fixed Penalty Notice
- Notice of Intended Prosecution

Depending on the severity of the offence.

Norfolk County Council as highway authority, along with other stakeholders, continues to lobby the government to make further changes to legislation to enable more effective enforcement of parking outside schools.

- 5.10. Engagement with schools varies. some school management teams are proactive, engaging with parents regularly around the issue of parking. Some are passive requiring other stakeholders to lead in addressing the issues.

Recently engagement by Broadland District Council has been positive with the development of their Bike Walk Scoot campaign, please see appendix A for details or visit – [Bike Walk Scoot](#).

This is promoted as a club that the school sets up (with support) to help keep active and healthy instead of managing parking. It asks pupils and parents/guardians to commit to active journeys at least 3 days per week. It involves the wider community as well by promoting alternative places to park. The campaign is being delivered in partnership with Norfolk County Council both in terms of road safety education and as highway authority.

- 5.11. Outside Norfolk, school engagement is similar. For example, the North Essex Parking Partnership operates a scheme called 3PR, (please see appendix B for details or visit - <https://schoolparking.org.uk/about3pr/>)

3PR is similar in that it encourages the use of more active modes to travel to school. Its emphasis is slightly more geared toward parking management, using a 3PR patrol comprised of staff and children. They issue tokens to pupils who travel actively, and each class competes to win a trophy.

3PR also have three parking rules –

- Care; Be careful where you park. Don't cause an obstruction. Use a car park if available.
- Consideration; Respect the school's parking policy. Always consider neighbours. Don't block driveways. Be polite and courteous. If possible walk or cycle instead.
- Caution; Look out for other children not just your own. Always observe the speed limits. Stay off the pavement.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Tim Young

Tel No. : 01603 222412

Email address : Timothy.young@norfolk.gov.uk



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Neighbours' letter - sample

(Name of School)

(Address, Email, Telephone Number)

(Date)

Dear Neighbour,

In the new term, an initiative is being launched to encourage our pupils to bike, walk or scoot to school. The idea is to improve the health of the children – with the added benefit of reducing traffic congestion at the start and end of the school day.

The Bike, Walk, Scoot Club is a partnership between *(School Name)*, Broadland District Council and Norfolk County Council.

In recognising that some parents have no realistic alternative to driving, we are asking them to park either at *(Any Agreed Place)*, which has made its car park available to us, or in less congested roads further from the school so their children can still bike, walk or scoot part of the journey.

By spreading out parking, no one area should face undue pressure. It is possible that the scheme could slightly increase parking on your street, however, we hope this will not inconvenience you. In the unlikely event that there is any obstructive parking (eg. across an access to your property), the Police will deal with this and you can reach them using the 101 service.

If you have any other issues or want to know more about the scheme, you can contact me at the school.

The school very much appreciates the support we have received from neighbours over the years and thank you in advance for your patience and continued support.

With all best wishes,

(Head Teacher's Signature)

Bike Walk Scoot Club

Make it part of the school day

The Bike Walk Scoot Club club is a fun way of using the trip to school to benefit the health of children.

The Club is being launched at your school because:

- Most children when asked how they would like to get to school say: bike, walk, or scoot.
- It's good for them. Research shows 15 minutes brisk walk twice a day will help your child sleep better at night and maintain a healthy weight.
- It helps learning. Children arrive calm and alert and ready to study.
- It's safer. For example, the health benefits of cycling outweigh the risks 10 to 1.
- More 'active' journeys means less congestion around the school.

Where disabilities prevent children from using these means to get to school, tailored arrangements will be made so every child can be involved in the club in a meaningful way.

Those who live further away and/or have complex journeys will be able to choose how far from the school they wish to park to incorporate a short walk or scoot before continuing their journey.

A map will be sent home with your child to show roads further out where parking is permitted along with suitable safer routes to school.

Please think how you could help your child join the club. A membership certificate will be sent for you and your child to complete as a reminder of the membership commitments you both make.



Working together

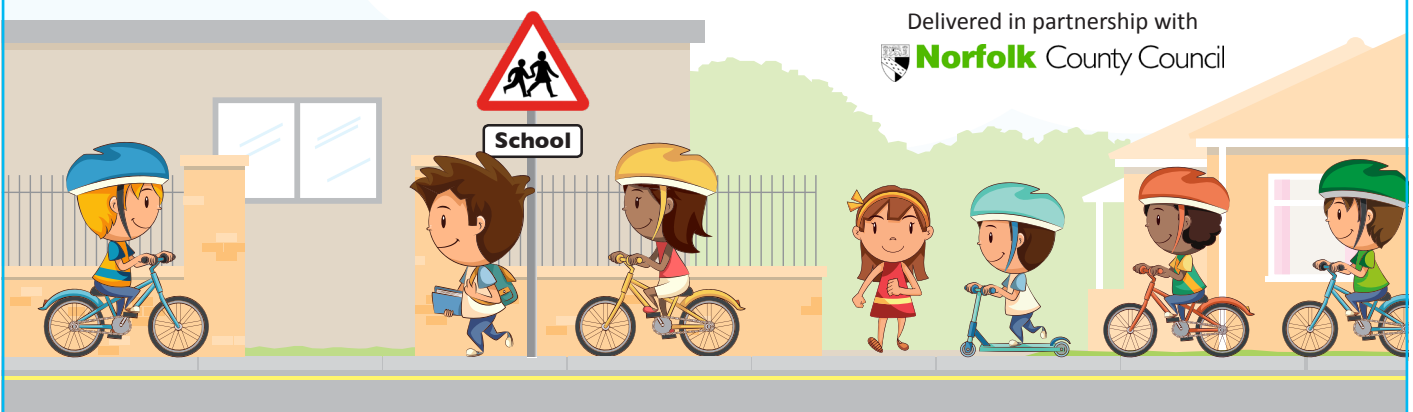
The club is a result of your school, working together with parents and guardians on a Broadland District Council initiative.

If you have any ideas on how to help, please get in touch with the school.

The success of this club depends on you.

 **Broadland**
District Council
Community at heart


Delivered in partnership with
 **Norfolk** County Council



Please note:

Broadland District Council can help you to produce your location map if required.




 If travelling by car - parking permitted zone.
Please do not park in any other location.

 Pedestrian crossing area/island.

 School patrolled crossing area.

 Pavement/cycleway.

 Suitable walking/scooting routes.



Bike Walk Scoot Club
Make it part of the school day



Bike Walk Scoot Club Make it part of the school day

Press release - example used for Kinsale School(s) and can form the basis for your press release

Norfolk's first Bike, Walk, Scoot Club launched in Hellesdon

Pupils at Kinsale Infant and Junior schools in Hellesdon launched their Bike, Walk, Scoot Club today (Sept 28) as part of a bid to keep active and healthy and arrive at school relaxed and ready to learn. The club, which involves pupils and their parents and guardians committing to make active journeys at least three days a week, is a pilot project which could subsequently be rolled out by other schools across Norfolk. It is also expected to reduce traffic congestion around the school.

“When you ask children what they want, most of them like to be active and would prefer to walk, cycle or scoot to school,” explained Carolyn Baxter, Head Teacher at Kinsale Junior School. “All these are really good for them. Children who’ve had an active journey to school arrive calm and alert and ready to learn and that’s what we all want to see.”

The schools recognise that dropping and collecting children is sometimes part of a longer more complex journey and for some, bringing a car is essential. The community centre has made its car park available and less busy streets further away from the schools have been identified so where that’s the case, children can still make the last part of the journey under their own steam, benefit from exercise and be a part of the club. It also means parents’ cars are not making the area around the school more hazardous for those on foot. All pupils were invited to join the Club and receive a branded hi-viz jacket, certificate of membership, a badge and a fluorescent band.

“Everyone can be a member of this club and we hope everyone will be,” said Louise Robinson, Head Teacher at Kinsale Infant School. “We consulted with parents before the launch and we could see that we had the support to make it work. We’re delighted with the way they’ve come on board with ideas and with offers of practical help.”

The project is the result of an initiative by Broadland District Council in partnership with Norfolk County Council (*plus, acknowledge any other support*).

Any schools interested in rolling out the project can contact the Broadland team at: community.safety@broadland.gov.uk or on 01603 430510.

3PR Bronze package

3PR Parking Zone

An advisory no parking zone will be created outside of the school based upon an assessment to identify the zone. The 3PR Zone will be identified on a 3PR Parking Map and by lamppost signs throughout the zone.

3PR Parking Maps

Tailored maps will be created for your school, the maps will highlight the 3PR Zone and include pictures of the common parking problems that occur outside of the school (parking on pavement, parking on the zig zag lines etc).

3PR Schools will receive extra parking enforcement at peak drop off/pick up times to encourage considerate parking.

Resources

3PR Information Booklet - 1 per child

3PR Parking Maps - 1 per child, printed and delivered

3PR Railing Banner - 1 per school

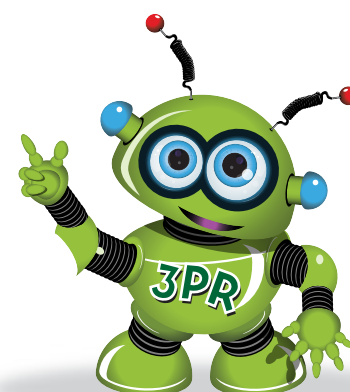
3PR Pavement Signs - 2 - 4 per school (*please note, these are on loan for a term at a time*)



3PR will be promoting national campaigns such as; Walk to School Week - May, Walk to School Month - October, Be Bright Be Seen - October and Road Safety Week - November by running competitions for a chance to win prizes for their school.



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3PR silver package

3PR Parking Zone

An advisory no parking zone will be created outside of the school based upon an assessment to identify the zone. The 3PR Zone will be identified on a 3PR Parking Map and by lamppost signs throughout the zone.

3PR Parking Maps

Tailored maps will be created for your school, the maps will highlight the 3PR Zone and include pictures of the common parking problems that occur outside of the school (parking on pavement, parking on the zig zag lines etc). The leaflet will also include information on the initiative, including the 3PR Patrols.

3PR Patrols

3PR Patrols, often children with a teacher/parent/volunteer will stand at each end of the 3PR Zone and hand out tokens to any children who walk, scoot or cycle into the zone. The 3PR Patrols will be issued with a full uniform, to ensure that they are visible to all road users.

Park and Stride

Find a suitable location for parents to park their vehicles (with the businesses permission) and walk the remainder of the way to school. This is also great for exercise and will help reduce the number of cars near your school gates. Park and Strides can often help form a walking bus, which can increase walking numbers significantly, especially if there are limited parking spaces in your Park and Stride location.

3PR Schools will receive extra parking enforcement at peak drop off/pick up times to encourage considerate parking.

Resources

3PR Information Booklet - 1 per child

3PR Parking Maps - 1 per child, printed and delivered

3PR Park and Stride Map - numbers dependant on space availability

3PR Park and Stride Permits - numbers dependant on space availability

3PR Railing Banner - 1 per school

3PR Token boxes - 1 per class

3PR Token Bucket - 2 - 4 per school

3PR Class Winner Trophy - 1 per school

3PR Class Winner Certificate - PDF Copy

3PR Tokens - 1000 - 2000 per school

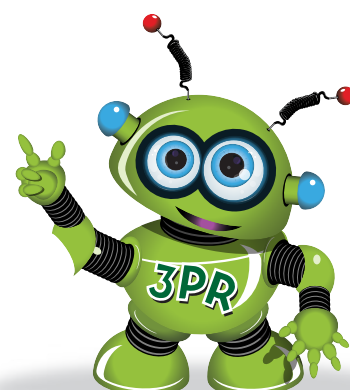
3PR Patrol Uniforms (Cap, Hi Viz Jacket & Waterproof coat) - 4 - 6 per school

3PR Pavement Signs - 2 - 4 per school (*please note, these are on loan for a term at a time*)



To thank the children for their efforts throughout the year, in July we will provide a trophy shield engraved with the winning class name, certificates and a small gift. In addition, we will have an award for 'Outstanding Contribution' the children who are nominated for this will receive a medal and certificate for their outstanding efforts.

*3PR will be promoting national campaigns such as; **Walk to School Week** - May, **Walk to School Month** - October, **Be Bright Be Seen** - October and **Road Safety Week** - November by running competitions for a chance to win prizes for their school.*



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3PR Gold package

3PR Parking Zone

An advisory no parking zone will be created outside of the school based upon an assessment to identify the zone. The 3PR Zone will be identified on a 3PR Parking Map and by lamppost signs throughout the zone.

3PR Parking Maps

Tailored maps will be created for your school, the maps will highlight the 3PR Zone and include pictures of the common parking problems that occur outside of the school (parking on pavement, parking on the zig zag lines etc). The leaflet will also include information on the initiative, including the 3PR Patrols.

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3PR Patrols, often children with a teacher/parent/volunteer will stand at each end of the 3PR Zone and hand out tokens to any children who walk, scoot or cycle into the zone. The 3PR Patrols will be issued with a full uniform, to ensure that they are visible to all road users.

Park and Stride

Find a suitable location for parents to park their vehicles (with the businesses permission) and walk the remainder of the way to school. This is also great for exercise and will help reduce the number of cars near your school gates.

Walking Bus

A group of children walking along a risk assessed route with the help of volunteers to 'drive and conduct' the bus. There will be a 'pick up' and 'drop off' point and sometimes there can be stops along the way to/from school. Another great way of removing vehicles from outside the school's gates and encouraging active travel.

3PR Schools will receive extra parking enforcement at peak drop off/pick up times to encourage considerate parking.

Resources

3PR Information Booklet - 1 per child

3PR Parking Maps - 1 per child, printed and delivered

3PR Park and Stride Map - numbers dependant on space availability

3PR Park and Stride Permits - numbers dependant on space availability

3PR Railing Banner - 1 per school

3PR Token boxes - 1 per class

3PR Token Bucket - 2-4 per school

3PR Class Winner Trophy - 1 per school

3PR Class Winner Certificate - PDF Copy

3PR Tokens - 1000 - 2000 per school

3PR Patrol Uniforms (Cap, Hi Viz Jacket & Waterproof coat) - 4 - 6 per school

3PR Pavement Signs - 2 - 4 per school (*please note, these are on loan for a term at a time*)



To thank the children for their efforts throughout the year, in July we will provide a trophy shield engraved with the winning class name, certificates and a small gift. In addition, we will have an award for 'Outstanding Contribution' the children who are nominated for this will receive a medal and certificate for their outstanding efforts.

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Norfolk Parking Partnership Joint Committee

Report title:	Annual Report 2018/19
Date of meeting:	12 September 2019
Responsible Chief Officer:	Grahame Bygrave (Assistant Director, Highways and Waste)
Strategic impact	
<p>Civil Parking Enforcement (CPE) is undertaken in Norfolk by delegation to the Norfolk Parking Partnership (NPP) Joint Committee and is chaired by the Council. However the County Council carries a budget risk, as the one to whom the Department for Transport (DfT) made the decriminalisation order, if the receipts fail to cover the costs of operating the scheme.</p> <p>Since November 2016 the County Council has employed a Blue Badge Investigations Officer to provide a disposals service when misuse of the Blue Badges or fraud have been reported. This is an integral part of the CPE arrangements and supports both the badge-holders' benefits as well as the wider parking management objectives.</p>	

Executive summary

This report provides the Annual Report for the seventh full financial year of operation of CPE in Norfolk and includes; a draft statistical return as required by the DfT; a summary of the financial accounts for financial year 2018/19; and an update on areas of work for the NPP since the last Annual Report.

In 2018/19 the on-street operations of the NPP produced a surplus of £228,463 compared to a predicted surplus in the business plan of £183,061, a favourable variance of £45,402. This represents good progress in delivering performance improvements across a number of the CPE-related services.

Although a positive result, this was not sufficient to offset the shortfall in the previous year's outturn which required the deferment of transfers to the Capital Replacement Fund (£59,000) from 2017/18.

In addition to making good the balances in the Fund, an additional amount of £40,000 is required to cover additional costs associated with replacement P&D machines, which has reduced the scope to allocate surpluses for spending in future budgets.

As agreed by the Joint Committee in October 2018, a total of £45,000 of contributions from district councils has been received during 2018/19, and these have helped to secure a more sustainable financial position for the Partnership as the CPE services move into the final year of a 4-year period with a new revised business model.

The closing balance in the CPE Reserve was £52,134, and there was £118,933 in the Capital Replacement Fund. A total of £272,518 has been drawn from the Capital Replacement Fund in 2018/19 to cover hand-sets, vehicles and P&D machines.

Recommendations:

- 1. DfT Returns -That the Joint Committee notes the draft statistical return in Table 1 and authorises a final return to be sent to the DfT when the final figures are available on 30 September.**
- 2. Financial outturn 2018/19 - That the Joint Committee notes the financial position of the NPP as at 31st March 2019, and endorses the allocations to spending as set out in Table 3.**
- 3. Performance Management - That the Joint Committee notes the positive progress towards financially sustainable CPE services under the existing arrangements.**
- 4. Budget 2019/20 - That the Joint Committee notes the budget for the NPP for 2019-20 as shown in Appendix A and agrees to receive a verbal update of progress against the budget at the meeting.**
- 5. Blue Badge enforcement - That the NPP Joint Committee notes the performance of the Blue Badge Investigations scheme and the positive feedback on the role of the Blue Badge Investigator.**
- 6. Forward Programme – That the NPP should note the new schemes set out in Table 6 which have been secured under the new approaches to community engagement and scheme development.**
- 7. CPE Reserves - That the NPP Joint Committee notes this report as the financial position of the CPE Reserves as at 31st March 2019.**

1. Introduction

- 1.1 This Annual Report summarises the Partnership’s operational and financial activity during financial year 18/19 and reports the end of year balances in the CPE Reserve and the Capital Asset Replacement Fund.
- 1.2 The Annual Report also provides an update on progress of various projects and takes into account the planned review of on-street parking management as set out in a separate report.

2. Evidence

2.1 Operational Position (1 April 2018 to 31 March 2019)

- 2.1.1 The draft statistical return for the period 1 April 2018 to 31 March 2019 for DfT is shown in Table 1 below. Data provided is as of 28 August, and a final return will be compiled as of 30 September in accordance with DfT requirements.

Table 1: Draft Statistical Return for period 1 April 2018 to 31 March 2019

	South Norfolk	Great Yarmouth	Breckland	Broadland	North Norfolk	King's Lynn and West Norfolk	County Total (excluding Norwich City)
Number of higher level PCNs served	452	6539	999	191	1766	5335	15282
Number of lower level PCNs served	288	1897	632	92	1476	1460	5845
Number of PCNs paid	612	5525	1198	232	2749	5423	15739
Number of PCNs paid at discount rate	517	4525	1018	204	2345	4505	13114
Number of PCNs against which an informal or formal representation was made	150	1614	312	86	669	1605	4436
Number of PCNs cancelled as a result of an informal or formal representation	61	557	117	31	232	560	1558
Number of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	12	284	80	9	65	156	606
Number of vehicles immobilised	0	0	0	0	0	0	0
Number of vehicles removed	0	0	0	0	0	0	0

2.1.2 In comparison with financial year 17/18 3,627 more PCNs have been issued (a total of 15,282), a rise of 31%. This is a very positive improvement and reflects the focus achieved by the operational teams since completion of the targeted efficiencies and savings. Overall the number of PCNs paid has also increased by 31%. The number of PCNs cancelled increased by 41%.

2.1.3 The number of cancellations has increased broadly in line with the numbers of PCN issued, a rise of 41%. However, the number of challenges rose by 56%, from 2,842 to 4,436, and this increase will require further investigation.

2.1.4 The numbers of PCN written off has reduced very significantly, from 1,157 in 2017-18 to 606 in 2018-19, which further supports the improved performance across the parking teams.

Recommendation 1: It is recommended that the NPP Joint Committee notes the draft statistical return above and authorises the final return to be sent to the DfT when the final figures are available on 30 September.

2.2 Financial Performance

2.2.1 Overall the NPP produced a surplus from operations of £80,999 in 2018/19, which contrasts with a projected surplus in the business plan of £89,881 (an adverse variance of nearly £8,882), once the additional contributions from district councils are included. The final outturn figures for 2018/19 are shown in Table 2 below.

Table 2 NPP Financial Performance 1 April 2018 to 31 March 2019

Civil Parking Operations 2018/19	Plan	Actual	Variance	Comment
King's Lynn & West Norfolk CPE Costs	406,912	520,648	113,736	Transfer of back office to KL fully completed.
King's Lynn & West Norfolk CPE Income	-321,448	-601,358	-279,910	Impact of combined back office – all CPE revenues now handled by KLWN
King's Lynn & West Norfolk CPE Balance	85,464	-80,710	-166,174	
South Norfolk CPE Costs	35,054	21,336	-13,718	Cross-border efficiencies.
South Norfolk CPE Income	-14,976	0	14,976	Income included in KLWN operations
South Norfolk CPE Balance	20,078	21,336	1,258	
Great Yarmouth CPE Costs	403,812	323,929	-79,883	Transfer of back office to KL fully completed.
Great Yarmouth CPE Income	-228,753	-22,964	205,789	Most income included in KLWN operations
Great Yarmouth CPE Balance	175,059	300,965	125,906	
Continued on next page				

On-street P&D and Residents parking 2018/19	Plan	Actual	Variance	Comment
Great Yarmouth On-street Pay & Display + Residents Costs	94,543	45,582	-48,961	Transfer of back office to KL fully completed.
Great Yarmouth On-street Pay & Display and Residents Income	-485,680	-453,764	31,916	Out-of-service P&D machines prior to replacement.
Great Yarmouth On-street Pay & Display Balance	-391,137	-408,182	-17,045	
Kings Lynn On-street Pay & Display + Residents Costs	4,374	8,432	4,058	
Kings Lynn On-street Pay & Display and Residents Income	-76,899	-70,305	6,594	
Kings Lynn On-street Pay & Display Balance	-72,525	-61,873	10,652	
Total from Partner Operations	-183,061	-228,463	-45,402	
NCC parking department	79,180	74,464	-4,716	
Annual Capital Replacement Contribution	59,000	118,000	59,000	Contribution to Replacements (see 2.2.2 below)
Total including NCC services	-44,881	-35,999	8,882	
Contributions from other District Councils	-45,000	-45,000	0	As agreed by Committee on 4 October 2018.
Final outturn	-89,881	-80,999	8,882	

2.2.2 The business plan includes a commitment to make an annual contribution to the Capital Equipment Replacement Fund (equal to 20% of the capital spend to date) to cover future costs. During 18/19 this has remained at £59,000. However, in order to cover the withheld transfer at the close of the previous financial year, this has been increased to £118,000 for 2018/19.

2.2.3 Performance of on-street CPE functions has been better than forecasts, and overall there has been a solid increase in the revenues from both CPE and on-street pay & display incomes, including increased levels of cashless payments.

2.2.4 Whilst the overall position from CPE services was above projections, the additional £59,000 transfer to capital funding resulted in a reduced surplus from

operations of £35,999, and this has been supplemented with a total of £45,000 of contributions from other district partners, as agreed by the Joint Committee in October 2018.

2.2.5 This has resulted in an in-year surplus of £80,999 which has been allocated by the County Council, according to the Agreement, as shown in Table 3 below.

Table 3 Allocation of surplus from 2018/19 operations.

NPP budget 2018/19	Plan	Actual	Variance	Comment
Final outturn	-89,881	-80,999	8,882	
Provision for additional costs of P&D machines	0	40,000	40,000	Transferred to Capital Replacements Fund
Net surplus for allocation	-89,881	-40,999	48,882	Transferred to CPE Reserve.
Allocation for spending in 2020-21	-44,941	-20,500	24,441	50% according to NPP Agreement
Surplus retained by NCC	-44,941	-20,499	24,441	50% according to NPP Agreement

2.2.6 Due to delays with completion of the on-street installation of P&D machines in Great Yarmouth there will be additional costs associated with this work. These are currently estimated to be £40,000, and the County Council is making a provision for this through an additional transfer to the Capital Replacement Fund, which will be drawn-down once the final costs are determined.

2.2.7 The net surplus available for allocation to spending is £40,999. This will be allocated in accordance with the formula in Schedule 3 of the Agreement with 50% available to allocate for spending in those areas which have contributed to the surplus through the operational CPE activities, and 50% to be retained by the County Council. All spending must be planned in accordance with the criteria set out in Appendix B.

Recommendation 2: That the NPP Joint Committee notes the financial position of the NPP as at 31st March 2019, and endorses the allocations to spending as set out in Table 3.

2.2.8 The County Council will in due course bring forward detailed allocations of sums from the CPE Reserve to accord with these recommendations. At this time it is envisaged that all spending from the Reserve will be made within the Great Yarmouth area in recognition that on-street P&D revenues in the Borough have underpinned the financial sustainability of CPE in Norfolk since the introduction of the current arrangements.

2.3 Efficiency Savings

2.3.1 2018-19 was the first full year of operations following the implementation of a combined back office and other efficiency savings measures.

- 2.3.2 All partners have been actively pursuing these savings, and the outturns for 2018-19 show that significant positive progress has been achieved.
- 2.3.3 Replacement of 47 P&D machines was programmed for 2018/19, and the efficiency savings were expected to bring savings over 2018/19 and 2019/20. These savings have been achieved in part but delays to the completion of the replacement programme did affect the outturns in 2018-19.
- 2.3.4 Alternative payment options for P&D, and remote monitoring of P&D machines, are now in place for Great Yarmouth and in results continue to show strong take up of the cashless payments option by customers.

Recommendation 3: That the NPP Joint Committee notes the positive progress towards financially sustainable CPE services under the existing arrangements.

2.4 Budget for Norfolk Parking Partnership 2019-20

- 2.4.1 An indicative budget for the period 2019-20 was included in the Revised Business Plan approved by the Joint Committee in December 2016, as set out in Table A at Appendix A. Also shown, in Table B in the Appendix, are the contributions from district councils which were approved by the Joint Committee in October 2018. Overall the budget projections are for a surplus of £50,479, however this is dependent on actual revenues and costs. A verbal update of progress will be provided at the meeting on 12 September.
- 2.4.3 2019-20 is the last year covered in the 4-year revised business plan agreed at the December 2016 meeting of the Joint Committee.

Recommendation 4: That the NPP Joint Committee notes the budget for the NPP for 2019-20 as shown in Appendix A and agrees to receive a verbal update of progress against the budget at the meeting.

3. Project updates

3.1 Blue Badge Infringements

- 3.1.1 It is a criminal offence to misuse a disabled parking badge. This includes people other than the badge holder taking advantage of the parking concessions provided with the scheme.
- 3.1.2 To address concerns regarding the misuse of blue badges, since April 2016 the NPP is funding the role of a Blue Badge Investigator (costs are included within the NCC parking department budget line). This has led to the development of an enhanced process for the enforcement of blue badge contraventions, which is intended to protect the interests of genuinely disabled residents and visitors to Norfolk, whilst preventing fraud.
- 3.1.3 Proactive blue badge enforcement commenced in November 2016. There has been an extremely positive response from people with disabilities who believe that people are misusing what is to them a vital concession.

3.1.4 Table 4 below shows that during 2018/19 a total of 93 investigations were undertaken. Where there is found to be an offence and sufficient evidence has been gathered, a formal prosecution is sought by the County Council in accordance with the NCC Enforcement Policy. A summary of the prosecutions made in Norfolk is available to view on the NCC website pages under Blue Badges.

3.1.5 In addition to disposals by formal prosecution, some cases can be dealt with by issuing written or verbal advice, usually to the badge-holder, to correct misunderstandings about the conditions of issue of the blue badge, and improve future compliance. There is also a strong engagement between the Investigations Officer and the District parking teams to improve evidence-gathering, as well as some contact with other authorities to deal with cross-border issues, as shown in the table.

Table 4 – Total investigations by disposals, reporting, location of incident and residency of badge-holder (latest 2 years).

Investigations of Blue Badge Infringements	2018-19	2017-18	Comments
Disposals:			
Formal prosecution including caution*	7(+9)	7(+1)	Pending prosecutions in brackets.
Advisory/warning letter or verbal advice from BBI	15	24	
Details forwarded to parking team for CEO awareness	24	13	
No action required (including insufficient or incorrect information to pursue further)	26	33	
Investigation in progress/pending	15	1	
Reporting:			
Reports from others (incl. public)	42	55	
Identified by CEO	52	24	
Identified by BBI	3	6	
Location of incident:			
Norfolk	83	84	
Outside Norfolk	15	8	
Insufficient information to determine	6	5	
Residency of badge-holder:			
Norfolk resident badge-holder	71	67	
Non-Norfolk resident badge-holder	14	28	
Insufficient information to determine	6	6	
Not BB related	2	2	
Total investigations	93	103	

*a summary of all prosecutions is available to view on the NCC website under Blue Badges

3.1.6 During the investigations, blue badges may be seized or requested to be returned to the County Council as part of the information-gathering work. If appropriate, badges may be destroyed, or returned to the badge-holder who often is not the person we prosecute for the misuse. Table 5 below shows the numbers of badges seized, returned to the Council, and those taken out of circulation to prevent further misuse occurring.

Table 5 – Numbers of badges seized, returned and destroyed (latest 2 years)

Number of badges	2018-19	2017-18
Seized and destroyed	25	9
Seized but returned to badge-holder	13	8
Returned to NCC and destroyed	2	5
Insufficient information to determine	0	1
Total badges destroyed	27	14

3.1.7 There has been a generally positive reaction to our proactive approach to blue badge misuse and the information above shows there is an on-going case-load of incidents.

3.1.8 The post of the blue badge investigator is currently funded at a level of 0.5fte, under a temporary contract which is due to expire at the end of March 2020. On-going funding of this role has already been included within the 18/19 budget and the business plan approved by Committee on 27 October 2016.

Recommendation 5: It is recommended that the NPP Joint Committee notes the performance of the Blue Badge Investigations scheme and the positive feedback on the role of the Blue Badge Investigator.

3.2 Forward programme

3.2.1 The County Council currently has no programme of new parking schemes, other than those covered in 3.3 below.

3.2.2 In order to ensure that parking arrangements in Norfolk are best able to meet the expectations of our local communities, residents, visitors and businesses, the Council has initiated the Better Parking Strategy Project, which is covered by a separate report at this meeting (Review of parking management).

3.3 New Approach to Scheme Delivery

3.3.1 In accordance with the recommendations approved at the 27 October 2017 meeting of the NPP Joint Committee the approach to funding new schemes has continued to be applied. Under this approach, schemes are being developed through partnership working with town, district and parish councils to ensure that proposals :

- Comply with the Parking Principles
- Are broadly supported within the local community
- Can be funded from sources outside the Partnership
- Can be enforced effectively and sustainably by the Partnership

3.3.2 A list of currently programmed scheme proposals is included in Table 6 below.

Table 6 – New parking schemes under development.

Location	Problems & Issues	Funding
Cringleford	Working with the community to address issues of overspill parking from the Norfolk and Norwich Hospital. This needs to be co-ordinated with the Norwich City work on the university area issues	SNDC/Parish Council joint funding for scheme design and implementation
Great Yarmouth	Minor amendments to taxi ranks and new waiting restrictions to improve traffic flow	Funded from LEP Sustainable Transport budget.
Trowse	Working with the community to address issues of commuter/ football parking and congestion	SNDC/Parish Council joint funding for scheme design and implementation
Wells-Next-The- Sea	Now becoming a year-round tourist destination, recognising parking pressures occur at all times. Locally driven changes to Traffic Regulation Orders (TRO).	Town Council and local Member are funding changes to the existing TRO.
Swaffham	Existing time limited bays around the Market Place are inefficient and costly to patrol. This leaves them open to abuse, made worse by the introduction of controlled parking within district council car parks. The introduction of free but ticket-controlled parking is proposed, subject to approval of a satisfactory business case.	Better Parking Strategy funded as a pilot project that could be rolled out County Wide.

3.3.3 These new schemes will help to ensure that local community concerns over parking management are addressed and have been funded outside of the Partnership budget. They are expected to have a positive impact on the overall finances of CPE operations, as well as offering improvements in traffic management and use of the highway. Officers are currently developing the projections for revenues and costs further so that these can be included in the budget for Partnership in 2020-21.

Recommendation: Joint Committee should note the new schemes set out in Table 6 which have been secured under the new approaches to community engagement and scheme development.

4. Financial Implications

4.1 At the NPP Joint Committee meeting on 27 October 2016 a report was approved which proposed a budget for 16/17 and 17/18 which included a number of savings targets aiming to return the partnership to a sustainable operating position. 2018/19 was the first year of operations following completion of the efficiency measures, which included a combined back office for all operations in Norfolk(outside Norwich).

4.2 Table 7 shows the balance within the NPP finances since the approval of the Revised Business Plan for CPE in December 2016:

Table 7 Value of CPE Reserve – £ positive/(negative) balance

Norfolk Parking Partnership Balance	2015/16	2016/17	2017/18	2018/19
	£	£	£	£
Opening Balance	148,106	(3,122)	40,776	11,135
In Year Surplus/(Deficit)	(17,812)	38,012	(29,641)	80,999
In Year Contribution to Schemes	(133,404)	(8,646)	0	0
Additional transfer to Capital Replacements Fund	0	0	0	(40,000)
In year additional income	0	14,532	0	0
Closing Balance	(3,122)	40,776	11,135	52,134

4.3 Overall the NPP produced a surplus from operations of £80,999 in 2018/19 which has resulted in the account balance rising to £52,134 at the end of 7 years of operating CPE in Norfolk (outside Norwich). This includes an additional transfer of £40k to the Capital Replacements Fund to cover the additional costs of replacing P&D machines in Great Yarmouth.

Recommendation 6: It is recommended that the NPP Joint Committee notes this report as the financial position of the CPE Reserves as at 31st March 2019.

4.4 Table 8 below shows the balance on the Capital Equipment Replacement Fund (which was created in 2012/13).

4.5 At the close of 31 March 2019 the value of the Fund was £118,933 and this follows a number of draw-downs for replacements of capital assets. During

2018/19 the replacement of 24 handheld units has been drawn down at a cost of £20,408, and 7 replacement vehicles were procured at a total cost of £105,000. In Great Yarmouth, 60 on-street Pay & Display machines were identified for replacement, however officers were able to reduce this to 47 machines through an assessment of the previous use of the machines, and these were procured for a total sum of £147,110. This means that a total of £272,518 was drawn down from the Capital Replacement Fund in 2018-19.

Table 8 Value of Capital Equipment Replacement Fund – £ positive/(negative) balance

Capital Equipment Replacement Fund	2015/16 £	2016/17 £	2017/18 £	2018/19 £
Opening Balance	130,011	174,451	233,451	233,451
Contribution	44,440	59,000	Nil	158,000
Drawdown	0	0	0	272,518
Closing Balance	174,451	233,451	233,451	118,933

4.6 Further costs associated with the installation of the Great Yarmouth P&D machines were incurred during 2018-19, and this work is continuing into the current financial year. These costs are estimated at £40,000 and will be recovered against the Fund in the 2019-20 financial year. In order to ensure that there are sufficient funds available to cover all replacement costs, the Fund has been replenished from the operational surplus achieved in 2018-19, as shown in Table 3 and Table 8 above.

4.7 Where possible and desirable officers are working to reduce the costs of asset management on the trading account for CPE operations.

5. Issues, risks and innovation

5.1 The Council as the one to whom the Department for Transport (DfT) made the decriminalisation order is wholly responsible if the receipts fail to cover the costs of operating the scheme.

5.2 To meet the savings targets the NPP no longer makes annual contributions to highway maintenance, and the revised business plan commits to reducing the NCC parking department budget. This impacts on the ability of the NPP to replace missing parking signs, faded lines etc or to make operational improvements. The NPP is dependent on clear, unambiguous restrictions to enable high quality enforcement. Ultimately poorly maintained, unclear restrictions will affect the number of PCNs issued. Therefore, subject to the overall financial position, the reinstatement of this annual highway maintenance contribution will be considered as part of future financial planning.

5.3 Officers will continue to manage these risks through both the NPP Officer Working Group and other risk management processes within the County Council's business procedures.

6. Background

- 6.1 This is the seventh Annual Report of the NPP, covering the year from April 2018 to March 2019. A summary of this report, if agreed by the NPP Joint Committee, will be sent to the DfT.
- 6.2 Civil Parking Enforcement (CPE) is the local control of on-street parking which can enable consistent, efficient and effective enforcement provision across the county. CPE can assist Norfolk County Council (the Council) to manage traffic and in such a way as to focus on key issues such as highway safety, accessibility and local environment. CPE also has an important role in supporting the local economy and is used to benefit both business and the community as part of a co-ordinated access and spatial strategy.
- 6.3 The CPE scheme business case is based on the premise that any on-street income generated through PCN, P&D or permit charging is retained and offset against the cost of the service. In addition, where there is a 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 (see Appendix B). This does not affect the revenue generated through off-street car parks, which are owned by district councils who continue to exercise their own controls.
- 6.4 Enforcement itself is undertaken by GYBC, KLWNBC and SNDC as a whole, although it is noted that KLWNBC provides enforcement within the district council areas of West Norfolk, Breckland, Broadland and North Norfolk and can also provide resources in South Norfolk and Great Yarmouth as required. The district council partners employ staff as Civil Enforcement Officers (CEO) who issue Penalty Charge Notices (PCN) on behalf of the Partnership. Income is also generated from on-street charges using Pay & Display (P&D) machines.
- 6.5 To date, all surpluses from CPE operations have been allocated by the Partnership to the on-going development of CPE in Norfolk (outside Norwich), and to additional funding for the maintenance of assets. This approach has been changed as of 27 October 2017. 50% of any operational surpluses will now be reallocated to those districts contributing positively to the financial position. In addition the partnership should only fund schemes which *'meet all the requirements of the Parking Principles, the efficient operation of CPE in Norfolk and have successfully passed the statutory consultation stages with local approval'*
- 6.6 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.
- 6.7 More fundamentally, CPE ensures at least an essential level of enforcement.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Background papers:

[Norfolk Parking Partnership Joint Committee](#)

[Forward Programme and Budget 2016/17 & 2017/18 Report 27 October 2016](#)

Budget for NPP Operations (2019/20)

Table A – Base Budget from Business Plan (Revised 2015)

		King's Lynn	North Norfolk	Breckland	Broadland	Great Yarmouth	South Norfolk	Total
	<u>Civil Parking Enforcement</u>							
	Costs							
(a)	Parking Enforcement – Annual Operating costs	(169,207)	(68,748)	(68,748)	(34,374)	(402,430)	(33,713)	(777,220)
(b)	Saving – Staff (cross border working)	13,062	5,307	5,307	2,654	31,067	0	60,000
(b)	Saving – Great Yarmouth Efficiency Improvements Annual 'over the counter' PCN Payments Charges	0	0	0	0	30,000	0	30,000
(c)	Parking Department (NCC) – Annual Operating Costs	(19,609)	(7,967)	(7,967)	(3,984)	(46,431)	(4,115)	(90,073)
(b)	Savings – NCC Parking Management	3,266	1,327	1,327	663	7,732	685	15,000
(d)	Central Processing Unit – Annual Operating Costs	(55,923)	(26,675)	(26,516)	(3,309)	(80,004)	(5,238)	(197,664)
(b)	Saving – Combined Back-office Function for CPE	5,658	2,699	2,683	335	8,095	530	20,000
	Signs & Road Markings Maintenance	0	0	0	0	0	0	0
(e)	Capital Contribution	(12,845)	(5,219)	(5,219)	(2,609)	(30,549)	(2,559)	(59,000)
	Total Costs	(235,598)	(99,276)	(99,133)	(40,625)	(482,520)	(41,806)	(998,957)
	Income							
(f)	On-street Parking Enforcement – PCN Income	150,494	71,784	71,356	8,906	215,297	14,095	531,931
	Total Income	150,494	71,784	71,356	8,906	215,297	14,095	531,931
	Surplus / (Deficit) from CPE	(85,104)	(25,492)	(27,777)	(31,718)	(267,223)	(27,712)	(467,026)
Continued on next page.								

APPENDIX A

	<u>On-street Pay & Display</u>	King's Lynn	North Norfolk	Breckland	Broadland	Great Yarmouth	South Norfolk	Total
	Costs							
(g)	Cash Collection and Maintenance	(2,977)	0	0	0	(86,152)	0	(89,129)
(g)	Residents Permit Scheme Costs	(2,913)	0	0	0	(19,054)	0	(21,967)
(b)	Savings – Review of Charging & Administration for Residents Permit Parking	1,400	0	0	0	8,600	0	10,000
	Capital Cost for Committed Schemes	0	0	0	0	0	0	0
	Forward Schemes	0	0	0	0	0	0	0
	Total Costs	(4,490)	0	0	0	(96,606)	0	(101,096)
	Income							
(g)	Residents Parking Permit Scheme Income	9,418	0	0	0	84,321	0	93,740
(g)	South Norfolk: Trowse with Newton Resident's Scheme	0	0	0	0	0	0	0
(g)	On-street Pay & Display	69,008	0	0	0	399,853	0	468,860
	Great Yarmouth : Seafront Winter charging	0	0	0	0	11,000	0	11,000
	Total Income	78,426	0	0	0	495,174	0	573,600
	Surplus / (Deficit) from Pay & Display and Residents Schemes	73,426	0	0	0	398,568	0	472,504
	Overall Surplus/(Deficit) from NPP Operations	(11,168)	(27,492)	(27,777)	(31,718)	131,345	(27,712)	5,479

See notes on next page.

Table B – Additional Budget Items

	King's Lynn	North Norfolk	Breckland	Broadland	Great Yarmouth	South Norfolk	Total
Financial contributions 2019-20	0	10,000	10,000	15,000	0	10,000	45,000
Overall Surplus/(Deficit) from NPP Operations	(11,168)	(17,492)	(17,777)	(16,718)	131,345	(17,712)	50,479

Notes:

1. Breckland, Broadland and North Norfolk cost split by number of CEOs (2 for Breckland, 1 for Broadland and 2 for North Norfolk)
2. King's Lynn and West Norfolk P&D Income is for King's Lynn and Hunstanton
3. King's Lynn Residents Permit Scheme based on 2015/16 figures, costs uplifted by 2%
4. Cash Collection costs estimated based on GYBC and need to be confirmed

Changes from 18/19

- (a) Operating costs increased 2% from previous financial year
- (b) Net savings of £75k stay the same as in 18/19
- (c) Parking Department (NCC) - Annual Operating Costs - increased by 1% from 18/19
- (d) Central Processing Unit - Annual Operating Costs - increased by 2% from 18/19
- (e) Capital Closedown as 18/19
- (f) On-Street Parking Enforcement - PCN Income - only 80% of 18/19.
- (g) On-street pay and display income and expenditure increased by 2%

Road Traffic Regulation Act 1984

PART IV PARKING PLACES – Parking on highways for payment

[Section 55 - Financial Provisions relating to delegation orders](#)

The full wording is available via the link above. Key points can be summarised as:

1. Norfolk County Council must keep a separate account and records of expenditure and income related to parking places
2. At the end of each financial year any deficit in the 'parking account' should be made good from the general fund.
3. Any surplus can either be
 - a. spent on a project (as defined below)
 - b. allocated to a project (as defined below) which will be carried out in a future financial year
 - c. carried forward in the parking account to the next financial year

Permitted areas of investment

- a) paying back the general fund for any deficit covered in the previous 4 financial years
- b) funding the provision or maintenance of off-street parking
- c) funding the provision or maintenance of existing on-street parking
- d) provision of, operation of or facilities for, public passenger transport services
- e) highway or road improvement projects (as defined by Highways Act 1980)
- f) environmental improvement projects including
 - a. the reduction of environmental pollution
 - b. improving or maintaining the appearance or amenity of a road; land in the vicinity of a road; open land or water that has general public access
 - c. the provision of outdoor recreation facilities available to the public without charge