

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

Minutes of the Meeting Held on Thursday 27 October 2016 at 2pm

Present:

Cllr M Castle (Chairman)	Norfolk County Council
Cllr K Mellish	Borough Council of King's Lynn and West Norfolk
Cllr G Plant	Great Yarmouth Borough Council
Cllr L Hornby	South Norfolk District Council

Officers Present:

Mr M Chisholm	Borough Council of King's Lynn and West Norfolk
Mr D Stephens	Norfolk County Council
Mr R Ginn	Norfolk County Council
Ms M Lee	Great Yarmouth Borough Council
Mrs H Underwood	Project Engineer, Network Management

1. Apologies for absence

- 1.1 Apologies were received from Cllr B Bremner and Cllr J Rest. Cllr G Plant was due to arrive late to the meeting.

2. Minutes of the meeting held on 29 September 2016

- 2.1.1 The minutes of the meeting held on the 29 September 2016 were agreed as an accurate record and signed by the Chairman.
- 2.1.2 The Team Manager for Network Management (Analysis and Safety) asked the Project Engineer for Network Management to give an update on the statistical return. The Project Engineer for Network Management updated the Joint Committee on amendments in penalty charge notice (PCN) data since that reported at the Meeting on 29 September 2016. She reported that minor increases had been seen, with 38 further PCNs reported as paid and 7 further PCNs on which formal or informal action had been made. Minor decreases had also been seen, with 3 PCNs cancelled and 11 PCNs written off for other reasons.
- 2.1.3 The Team Manager for Network Management (Analysis and Safety) recommended that the final version of the statistical return be attached to minutes of the meeting (see Appendix A).

3. Declarations of Interests

- 3.1 There were no declarations of interest.

4. Items of Urgent Business

- 4.1 There were no matters of urgent business.

5. Forward Programme and Budget 2016/17 & 2017/18

- 5.1.1 The Joint Committee received the report providing the basis for the Partnership to go forward on a sound financial footing, proposing changes to the current arrangements for new schemes and allocation of funding.
- 5.1.2 The Chairman gave an introduction to the report and highlighted that there had been 7 meetings of the Norfolk Parking Partnership since 2014; he acknowledged that political red lines had been recognised, and Officers had now come up with a robust new programme and budget for the coming years. The Chairman thanked Mr Stephens, Ms Underwood and Mr Ginn, and the Officers from the districts for their work.
- 5.2.1 The Chairman took the Joint Committee through each recommendation in turn in order to allow for questions.
- 5.2.3 Ms Lee clarified that Cllr Plant had seen the report and hoped he would arrive shortly. The Chairman agreed to continue to review the recommendations in Cllr Plant's absence.
- 5.2.4 Mr Chisolm raised the impact on overall staffing and sharing of resources across districts inferred by recommendation 3 ("To agree that the Business Plan for the period 2016 to 2020 should be amended to take account of the targets for operational efficiencies"). The Project Engineer for Network Management confirmed that Senior Officers from the operating (signatory) districts had been consulted with, and all had assured that they were committed to the cross border working proposals.
- 5.2.5 The Team Manager for Network Management (Analysis and Safety) clarified that the bracketed £10,000 figure represented a cost to the Civil Parking Enforcement (CPE), for amendment orders to introduce pay by phone and online orders.
- 5.3 A 10 minute break was taken at 14:13 pm at the discretion of the Chairman to allow for Cllr G Plant to arrive, in order that a balanced vote could be taken.
- 5.4 Cllr G Plant arrived at 14:25 pm and the meeting reconvened at 14:30 pm.
- 5.5.1 All seven recommendations were put to a vote:
- 5.5.2 The Joint Committee **UNANIMOUSLY AGREED:**
- 1) To approve the changes to current arrangements for new schemes as set out in paragraph. 1.3 of the report, and endorse these changes being made as part of a reviewed of the Parking Principles.

- 2) To agree that the Business Plan for the period 2016-17 should be amended to take account of the current year schemes costs (fees and capital) as shown in Table 1 of the report.
- 3) To agree that the Business Plan for the period 2016 to 2020 should be amended to take account of the targets for operational efficiencies shown in Table 2 of the report.
- 4) To agree that the Business Plan for the period 2016 to 2020 should be amended to include £15,000 allocation for amendments to the operation of P&D in Great Yarmouth, as shown in Table 3 of the report.
- 5) To agree that the Business Plan for the period 2016 to 2020 should be amended to take account of the desire to allocate surpluses which may arise for spending in the Great Yarmouth Borough area.
- 6) To set the final budget for the Norfolk Parking Partnership for 2016-17 as set out in Appendix B1 of the report.
- 7) To set the budget for the Norfolk Parking Partnership for 2017-18 as set out in Appendix B2 of the report.

The meeting concluded at 14:33 pm

It was agreed that the next meeting of the Norfolk Parking Partnership would be arranged for June 2017.

CHAIRMAN



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Appendix A

Statistical Return for period 1 April 2015 to 31 March 2016

	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	364 +1	4762	1278	132	1486	4278	12,301
Number of lower level PCNs served	508	1792	760	93	1631	869	5,147 * 5,653
Number of PCNs paid	775	4867	1678	195	2693	4175	14,383
Number of PCNs paid at discount rate	662	3981	1425	168	2355	3529	12,120
Number of PCNs against which an informal or formal representation was made	132	1249	360	40	525	1114	3,420
Number of PCNs cancelled as a result of an informal or formal representation	25	517	151	12	199	409	1,313
Number of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	14+1	320	64	3	37	134	573
Number of vehicles immobilised	0	0	0	0	0	0	0
Number of vehicles removed	0	0	0	0	0	0	0

*These minutes were amended at the meeting of the 23 October 2017