



Norfolk County Council

Norfolk Parking Partnership Joint Committee

Date: 8 March 2022

Time: 14:00

**Venue: Council Chamber, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and, in view of Covid-19 guidelines, we would encourage members of the public to watch remotely by clicking on the following link:

https://www.youtube.com/channel/UCdyUrFjYNPq5psa-LFIJA/videos?view=2&live_view=502

However, if you wish to attend in person it would be most helpful if, on this occasion, you could indicate in advance that it is your intention to do so. This can be done by emailing committees@norfolk.gov.uk where we will ask you to provide your name, address and details of how we can contact you (in the event of a Covid-19 outbreak). Please note that public seating will be limited.

Councillors and Officers attending the meeting will be taking a lateral flow test in advance. They will also be advised to wear face masks at all times unless they are speaking or are exempt from wearing one. We would like to request that anyone attending the meeting does the same to help make the event safe for all those attending. Information about symptom-free testing is available [here](#).

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

Membership

County Councillors

Cllr Martin Wilby (Chairman) *Substitute: Cllr David Bills*

District Councillors

Cllr Richard Elliott

Substitute: Cllr Lisa Neal

South Norfolk District Council

Cllr Brian Long

Substitute: Cllr Paul Kunes

Borough Council of King's Lynn
and West Norfolk

Cllr Graham Plant

Great Yarmouth Borough Council

Non-Voting District Councillors

Cllr Paul Hewett	<i>Substitute: Cllr Phil Cowen</i>	Breckland District Council
Cllr Eric Seward	<i>Substitute: Cllr Tim Adams</i>	North Norfolk District Council
Cllr Mike Stonard		Norwich City Council
Cllr Jo Copplestone	<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

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

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

2. Minutes

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To confirm the minutes of the meeting held on 8 February 2022

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, 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.

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

5. Finance Update

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A report by the Director of Highways and Waste

Tom McCabe
Head of Paid Service
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 28 February 2022



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Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Tuesday, 08 February 2022
at 2pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Graham Plant (Chair)

Great Yarmouth Borough Council

Non-Voting Members Present

Cllr Mike Stonard

Norwich City Council

Cllr Jo Copplestone

Broadland District Council

Substitute Members Present

Cllr Tim Adams for Cllr Eric Seward

North Norfolk District Council (non-voting)

Cllr Lisa Neal for Cllr Richard Elliott

South Norfolk District Council

Cllr Paul Kunes for Cllr Brian Long

Borough Council of King's Lynn and West
Norfolk

Officers Present:

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 Martin Wilby, Cllr Richard Elliott (Cllr Lisa Neal substituting), Cllr Eric Seward (Cllr Tim Adams substituting) and Cllr Brian Long (Cllr Paul Kunes substituting). Also absent was Cllr Paul Hewett.

2. Minutes

- 2.1 The minutes of the meetings held on 29 September 2021 and 14 December 2021 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. Finance Update

5.1.1 The Joint Committee received the report presenting the latest forecast financial outturn position for Norfolk Parking Partnership (NPP) Civil Parking Enforcement (CPE) account and separate Norwich City CPE account

5.1.2 The Better Parking Strategy Manager introduced the report to the Joint Committee:

- The latest figures within the report forecasts a surplus outturn of £142,178 for the Norfolk Parking Partnership (NPP) CPE accounts. The surplus was a significant increase on September's figure of £62,667.
- The Norwich City (NC) CPE account has similarly shown an improvement forecasting a deficit of £128,971 compared with a £627,283 deficit reported in September 2021.
- Changes to the presentation of the accounts had made year on year and post and pre pandemic comparisons easier to undertake.
- The overall position taking in to account the NPP surplus and the City deficit reflects a surplus of £13,207. This was a significant improvement from the September figures and reflected the recovery from the pandemic as Covid 19 restrictions were lifted.
- Whilst Great Yarmouth Borough had undertaken a review of their residents and pay and display parking tariffs, NPP had not formally reviewed its fees since 2009. The report highlighted what effect inflation is having on income where no indexing of tariffs takes place.

5.1.3 The following points were discussed and noted:

- Pre-pandemic, the Norwich City CPE account had historically generated a significant surplus. However, due to some long-standing CEO vacancies (now filled), a deterioration in PCNs issued, the pandemic and resulting decrease in shopping/worker footfall (and P&D income), the NC CPE account was in deficit this year. However, it was hoped that with the easing of pandemic restrictions, more people would return to the City for shopping and working, and together with the CEO vacancies now filled, would return the NC CPE account to a surplus position during 2022/23.
- The two accounts for City and County would remain separate for reporting purposes.
- During the pandemic parking enforcement had been difficult to undertake but was now back to pre-Covid levels.
- Since on-street tariffs had not been increased for many years, a review and uplift of P&D and resident parking fees was essential, due to the eroding effects of inflation on rising enforcement costs. Proposed new tariffs are to be presented at the March JC, along with a mechanism (eg written into TROs) to automatically increase tariffs each year by a recognised inflation index eg RPI.
- Cllr Tim Adams stated that North Norfolk District Council confirmed it would be willing to make its NPP 'deficit' contribution of £5,281, but conditional upon confirmation it be allowed to become a voting member at future Committee meetings and have a greater steer on enforcement policy. Discussion also ensued regarding whether other 'contributing' Councils should be granted a vote at meetings. The Chair said the requests would be considered but consultation with and legal advice from officers would be required to help inform a decision. A decision and more formal response would then be provided at the next Committee meeting in consideration of the requests.
- Martin Chisholm informed the Committee of how current NPP enforcement activities are undertaken (with reference to North Norfolk) and in accordance

with the Parking Principles and NPP CPE Guidance Manual, and typically how enforcement of parking restrictions takes places and when fixed penalty charge notices are issued. He also cited the good relationship with District councils and how they already have well-defined routes to report parking problems and request targeted enforcement of issues.

- Ralph Burton from Breckland District Council confirmed their contribution of £10,000/pa to the partnership.

5.2 The Joint Committee:

1. **Reviewed** and **commented** on the latest 2021/22 forecast outturn for the NPP CPE Account.
2. **Reviewed** and **commented** on the latest 2021/22 forecast outturn for the Norwich City CPE Account.
3. **Discussed** and **commented** on the proposed contributions being sought from North Norfolk and Breckland District Councils to offset 50% of the net cost of carrying out enforcement in their areas.
4. **Reviewed** and **commented** on-street pay and display and residents parking permit fees to reflect current enforcement costs and account for the effect of inflation.

The meeting concluded at 14:36

Chairman



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Norfolk Parking Partnership Joint Committee

Item No: 5

Report Title: Finance Update

Date of Meeting: 08 March 2022

Responsible Cabinet Member: Cllr Wilby (Cabinet Member for Highways, Infrastructure & Transport)

Responsible Director: Grahame Bygrave - Director of Highways and Waste

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key Decisions: N/A

Executive Summary / Introduction from Cabinet Member

A financial update is provided in this report, detailing the latest and most up-to date forecast outturns for both the Norfolk Parking Partnership and Norwich City Council Civil Parking Enforcement (CPE) operations.

The latest figures for the Norfolk Parking Partnership (NPP) CPE account forecasts a surplus outturn of £151,056, representing a slight improvement on the £142,178 surplus reported at Committee in February 2022. Conversely, the Norwich City (NC) CPE account position has slightly deteriorated, forecasting a deficit of £140,938 compared with a £128,971 deficit also reported at Committee in February.

The figures in this report are unlikely to change much during the last month of the current financial year and therefore provide a very robust and realistic set of outturns for 2021/22.

At the last Joint Committee (JC) meeting in February 2022, it was agreed that ongoing contributions to help cover district CPE net operating deficits would be made from Broadland District Council (£10,000/pa), South Norfolk Council (£2,462/pa) and Breckland District Council (£10,000/pa). Further discussion is to take place with North Norfolk District Council, who have requested NPP voting rights and more influence over enforcement in their area as conditions for paying their £5,281/pa contribution.

Agreement was also reached at the February JC to review NC and the NPP on-street pay and display and residents parking tariffs. Proposed new tariffs are presented in this report for review and consideration. Also described in this report is the proposed mechanism and process to enable tariffs to be automatically uplifted each year, aligned to the Retail Prices Index (RPI), to keep pace with the impact of inflationary cost increases.

Recommendations:

- 1. Review and comment on the latest 2021/22 forecast outturn for the NPP CPE Account.**
- 2. Review and comment on the latest 2021/22 forecast outturn for the Norwich City CPE Account.**
- 3. To confirm the voting membership rights within the Delegated Functions Agreements should not be amended at this time and to commit to a reconsideration of this matter as and when any future formal amendments are considered.**
- 4. To review and agree on the proposed new on-street pay and display and residents parking permit fees, which reflect current enforcement costs and account for the effect of inflation.**
- 5. To discuss and agree on whether any Norwich City on-street pay and display tariff increases should be postponed for a further year to allow greater time for recovery from the pandemic.**

1. Background and Purpose

- 1.1 Following the February 2022 financial report, it was requested for a further financial update to be presented at this Committee meeting to give a more accurate forecast end of year position for the NPP and NC.
- 1.2 This report presents the latest forecast financial outturn position for both CPE accounts. There has been a small change from the February 2022 forecast (-£8,878 in NPP and +£11,967 in NC) and these movements are explained in more detail in Sections 4.1 and 4.2. This gives a movement across both CPE operations of £3,089 and a combined forecast net surplus of £10,118, close to the £13,207 net surplus forecast at the February JC.
- 1.3 Whilst the enforcement costs in the North Norfolk, South Norfolk, Broadland and Breckland District Council areas continue to run at a net loss, the NPP JC will continue to seek annual contributions from these authorities to help offset this. It is hoped that, over time, chargeable on-street parking schemes will be considered and rolled out in these areas to help reduce the net enforcement deficits and ultimately return surpluses, so that no further contributions are required, and a sustainable position is reached.
- 1.4 The February 2022 JC also agreed with the need to review and uplift the NPP and NC on-street pay and display and residents parking tariffs, as they have not increased since 2009 and 2018/19 respectively and have not kept pace with

increased enforcement and other inflationary costs. Both types of tariffs have been reviewed since the February meeting and proposals for new and increased tariffs are described in Section 4.4. Members are asked to review, comment and agree on the proposed new tariffs.

2. Proposal

- 2.1 **NPP CPE Account:** The latest forecast indicates an expected surplus outturn of £151,056 for the NPP CPE account. Members are asked to review and comment on the latest figures provided.
- 2.2 This forecast also includes a proposal to make a contribution of £118,000 to the Capital Replacement Fund at the end of the year, for both this year and last year (£59,000 per annum), when no contribution was made due to a lack of forecast surplus. Norfolk County Council is responsible for providing funding for capital assets used by the Borough/District Councils for the completion of parking partnership duties (eg P&D machines & hand held computers). So, it is important annual contributions are made to the Capital Replacement Fund so that future capital purchases can be covered without the need for additional funding from the Council.
- 2.3 **Norwich City CPE Account:** A deficit of £140,938 is currently forecast for NC's CPE account. Members are asked to review and comment on the latest figures provided.
- 2.4 These figures are based on the most up to date information available at the time from our CPE partners and are anticipated to be accurate and reliable forecast outturns for 2021/22 given the closeness to year end and absence of any known significant variations to be factored in.

3. Impact of the Proposal

- 3.1 The latest forecast position continues to indicate a small combined NPP/NC surplus despite a significant reduction in NC on-street P&D and PCN income, offset by better than forecast NPP income. This is also against a backdrop of significantly reduced MHCLG support income and a contribution to the capital replacement equipment fund.
- 3.2 NPP Contributions from the local Districts Councils to cover 50% of the enforcement deficit for their respective areas will continue to bolster funds further, including general and capital reserves.
- 3.3 It is anticipated that filling of vacant NC CEO posts during Q2 & Q3 will bring their enforcement capacity to full strength during Q4 and this improvement in patrolled hours is already being reflected in increased PCN income during the final quarter, as described in 4.2.2 below, further increasing into 2022/23, and helping to improve the net outturn into a surplus position again.

- 3.4 Increasing the NPP and NC P&D and residents permit fees as proposed will help offset the historical eroding effects of inflation on increased enforcement costs and ensure that, in future, all fees continue to align and keep pace with inflation. On current volumes, the increased tariffs proposed are forecast to generate an additional £64,793/pa for the NPP CPE account and £225,492/pa for the NC CPE account.

4. Evidence and Reasons for Decision

4.1 NPP CPE Account – 2021/22 Forecast

- 4.1.1 Appendix A shows the latest 2021-22 financial forecast position for the NPP CPE accounts alongside the prior 2 years actual outturns. This provides a more complete picture of the impact of the Covid pandemic and the recovery towards 2019-20 pre-Covid levels. The current projected outturn for 2021-22 is a surplus of £151,056. This is an £8,878 improvement on the surplus of £142,178 reported at the previous Committee meeting in February 2022, due almost entirely to an £8,265 reduction in 'actual' enforcement costs at South Norfolk arising from a long-term CEO vacancy.
- 4.1.2 Small variations (less than +/- £400 each) occurred in On-Street Pay and Display and Resident Permit Scheme costs. PCN income is still forecast to be the same as reported in February 2022, at £547,435, tracking 86.5% of 2019-20 levels.

4.2 Norwich City CPE Account – 2021/22 Forecast

- 4.2.1 The latest 2021-22 forecast for the Norwich City CPE account is shown in Appendix B which also shows the 2-prior year "actuals" for completeness. A total deficit of £140,938 is forecast, which is a slight deterioration of £11,967 from the previous deficit of £128,971 forecast in February 2022.
- 4.2.2 The key points to note from the £11,967 variation to the February forecast are:
- Due to filling CEO vacancies, on-street parking and resident permit enforcement costs have increased slightly (by £6,020 and £6,488 respectively).
 - This has been offset by an increase in PCN and residents parking income (by £7,035 and £8,465 respectively).
 - On-street P&D actual income was down slightly (by £6,644) from forecast to £409,290.
 - Bus Lane back-office costs increased slightly (by £3,211) and actual income reduced (by £5,739), leading to a deficit of £5,891 against a forecast £3,059 surplus.

4.3 NPP District Contributions

- 4.3.1 At the last JC meeting in February 2022, it was agreed that ongoing contributions to help cover district CPE net operating deficits would be made

from Broadland District Council (£10,000/pa), South Norfolk Council (£2,462/pa) and Breckland District Council (£10,000/pa).

- 4.3.2 At the last JC meeting in February, North Norfolk District Council requested NPP voting rights and more influence over the enforcement in their area as conditions for paying their £5,281/pa NPP contribution. The Member for North Norfolk was advised of how his Members may influence the daily taskings of the enforcement officers working within North Norfolk and has subsequently conveyed that process to his Local Members. Legal advice was sought in connection with the voting rights request and the current NPP agreements do not allow voting rights to NNDC nor the other non-operating District Councils (Broadland and Breckland). To facilitate this, new, successor agreements and terms would have to be written, to include additional councils with voting rights. It is proposed to make no changes at this time, but to commit to consider this as part of any future, wider review of the Delegation Functions Agreements. In the meantime, the non-operational district council areas of NNDC, Broadland and Breckland, will continue to be welcomed and encouraged to participate in the JC, and its' discussions/debates, even though they will not have voting rights over any decisions made. As the offer of funding from NNDC was conditional, this offer will need to be revisited with NNDC if this recommendation is agreed.

4.4 Review of On-street Pay and & Display (P&D) and Residents Parking Tariffs

- 4.4.1 At the February 2022 meeting it was agreed to progress with a review of NPP and NC on-street pay and display and residents parking tariffs, as these were last increased in 2009 and 2018/19 respectively and have not kept pace with inflationary enforcement cost increases.
- 4.4.2 Officers have carefully reviewed and considered appropriate increases to each set of tariffs, based on a number of factors and their experience, including: historical inflation, area/location (socio-economic and demographic)/settlement type, parking volumes of residents, workers and visitors.
- 4.4.3 In consideration of 4.4.2 above, the following suggested new tariffs are separated out into Norfolk's three main delegated CPE enforcement areas that cover Norfolk's current 'estate' of chargeable on-street schemes: Borough Council of Kings Lynn & West Norfolk (BCKLWN), Great Yarmouth Borough Council (GYBC) and Norwich City Council (NC). In each area they are further split out into pay and display and residents parking tariffs.
- 4.4.4 If agreed and approved by the Committee, these new tariffs will be formalised and legalised in existing Traffic Regulation Orders (TROs). Clauses would be written into the TROs to allow automatic annual tariff increases (eg aligned to RPI) to be introduced without further intervention (eg with effect from 01 April 2023), which would simply be readvertised in appropriate locations and organised by the CPE operations teams.

4.4.5 BCKLWN – Pay & Display (P&D)

Based on anticipated annual quantities, the following table shows existing and proposed P&D tariffs (fees) and income for each current period of parking stay, together with the forecast annual gain for each (£6,900/pa total). The first hour free period has historically been extremely successful for short stay visits and parking turnover, so is proposed to continue. The Committee is asked to review and comment on these proposals.

BCKLWN	Old		New		Gain/PA	Qty/PA
P&D Stay	Fee	Total/PA	Fee	Total/PA		
Up to 1 Hour	Free	N/A	Free	N/A	N/A	N/A
Up to 2 Hours	£2.50	£18,953	£3.00	£22,743	£3,791	7,581
Up to 2.5 Hours	£3.00	£10,188	£3.50	£11,886	£1,698	3,396
Up to 3 Hours	£3.50	£9,881	£4.00	£11,292	£1,412	2,823
Up to 3.5 Hours	£4.00	£4,284	£4.50	£4,820	£536	1071
Up to 4 Hours (Max stay)	£4.50	£7,470	£5.00	£8,300	£830	1660
Totals		£50,776		£59,041	£8,267	16,531

4.4.6 BCKLWN – Residents (Permit) Parking

The table below shows a similar suite of information for the different types of parking permit available, and the forecast benefits are £2,630/pa. The increase from the current £40/pa and £130/pa permits to £50/pa and £150/pa has already been discussed at previous JC meetings and is widely seen as a fair and equitable increase, and still represents good value for money parking at less the £1 per week. The Committee is asked to review and comment on these proposals.

BCKLWN	Old		New		Gain/PA	Qty/PA
Permit Type	Fee	Total/PA	Fee	Total/PA		
Resident (Annual)	£40	£7,280	£50	£9,100	£1,820	182
Resident Visitor (Annual)	£40	£2,600	£50	£3,250	£650	65
Business (Annual)	£130	£780	£150	£900	£120	6
Business Visitor (Annual)	£40	£160	£50	£200	£40	4
Resident Visitor Vouchers	£1	£1,314	£1	£1,314	£0	1,314
Totals		£12,134		£14,764	£2,630	1,571

4.4.7 GYBC – Pay & Display (P&D)

The last 2 years have seen an unprecedented increase in tourist parking in Great Yarmouth due to the pandemic, therefore the table below is based on more typical 2019/20 annual quantities. Shown below are existing and proposed P&D tariffs (fees) and income for each current period of parking stay, where known. It is proposed that due to a more even tourist offer along the seafront, the tariffs for North Drive and South Beach Parade are harmonised to the new fees shown.

GYBC - 2019/20	Old	New	Gain/PA	Qty/PA
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P&D Stay	Fee	Total/PA	Fee	Total/PA		
Nth Drive Up to 4 Hours	£3.00	£19,497	£5.00	£32,495	£12,998	6,499
Nth Drive Over 4 Hours	£5.00	£10,815	£8.00	£17,304	£6,489	2,163
Marine Parade Up to 4 Hrs	£4.50	£49,266	New Tariff – See Below			10,948
Marine Parade Over 4 Hrs	£7.00	£21,714				3,102
South Beach Parade Up to 4 Hrs	£4.50	£114,948	£5.00	£127,720	£12,772	25,544
South Beach Parade Up Over 4 Hrs	£7.00	£50,659	£8.00	£57,896	£7,237	7,237
Totals		£266,899		£235,415*	£39,496*	55,493

* = Excludes Marine Parade new tariff income. To be forecast.

A new tariff/length of stay is proposed for Marine Parade to take account of its central location and adjacent off-street short-stay car parking, to encourage a more regular turnover of visitors to this area to support the local businesses and leisure facilities.

New P&D Stay	Fee
Marine Parade Up to 2 Hours	£3.00/Hour
Marine Parade Over 2 Hours (Max Stay 4 Hrs)	£3.50/Hour

As the above revision is untested, it is proposed to pilot the use of bay sensors to better understand the usage of these bays. It is proposed to utilise the County Council's LoRaWAN network to facilitate this with an estimated capital cost of £20,000.

As part of the review of the Great Yarmouth Residents' Zone, it is intended to introduce two new areas of P&D parking, as shown in the table below. The first will replace existing voucher parking and the second will support local businesses in the King Street area by encouraging short-term turnover in the parking bays.

New P&D Stay	Fee	Fee	Fee
Nelson/Apsley Road Area (Apr-Oct)	1 st Hour Free	Up to 2 Hours £2.50	Up to 3 Hours £4.00 (Max Stay)
Nelson/Apsley Road Area (Nov-Mar)	90 Mins Free	Up to 2 Hours £1.50	Up to 3 Hours £3.50 (Max Stay)
Deneside	90 Mins Free	Up to 2 Hours £1.50	Up to 3 Hours £3.50 (Max Stay)

The equipment to support this proposal will cost in the region of £20,000 as a one-off capital investment, with annual running costs of circa £1,000/pa. The Committee is asked to review and comment on these proposals.

4.4.8 GYBC – Residents (Permit) Parking

As per BCKKWN, the partner table below shows a similar suite of information for the different types of parking permit available (and larger volumes) and the forecast benefits of £12,710/pa. As in 4.4.6 above, the increase from the current £40/pa and £130/pa permits to £50/pa and £150/pa has already been discussed at previous JC meetings and is widely seen as a fair and equitable increase, and still represents good value for money parking at less than £1 per week. The Committee is asked to review and comment on these proposals.

GYBC	Old		New		Gain/PA	Qty/PA
Permit Type	Fee	Total/PA	Fee	Total/PA		
Resident (Annual)	£40	£22,600	£50	£28,250	£5,650	565
Resident Visitor (Annual)	£40	£19,520	£50	£24,400	£4,880	488
Business (Annual)	£130	£5,720	£150	£6,600	£880	44
Business Visitor (Annual)	£40	£5,200	£50	£6,500	£1,300	130
Health Org Day	£0.36	£1,971	£0.36	£1,971	£0	5,475
Hotel/Guest Hse/B&B Day	£0.36	£5,519	To be discontinued			15,330
Totals		£60,530		N/A	£12,710	22,032

4.4.9 Norwich City (NC) – Pay & Display (P&D)

Due to the impacts of the pandemic and various government restrictions, the last two years have significantly reduced the City's visitor and footfall numbers and corresponding P&D income. The charging structure for NC on-street P&D is quite complex compared to the NPP, as parking is charged with an initial parking fee and then a charge per 15 minutes. For band A this charge is currently 50p and Band B it is currently 30p. It is proposed that these charges are increased to 60p for Band A and 35p for Band B for each increment of 15 minutes.

Norwich City P&D	Old	New
Band A - up to 30 minutes	£1.50	£1.80
Band A – each additional 15 minutes	50p	60p
Band B - up to 30 minutes	£1.10	£1.30
Band B – each additional 15 minutes	30p	35p
Total Income/PA	£409,290	£491,148

Whilst an increase of £81,858 is projected, this is predicated on the same parking volumes, which are currently significantly subdued. Given the significantly reduced on-street P&D usage, and acknowledging, unlike the wider NPP area, the charges in Norwich were reviewed in 2019. Therefore, consideration needs to be given to the impact on recovery from the pandemic and the effect of more expensive short stay on-street parking on the local businesses. The Committee is asked to review and comment on these proposals and consider the impact of delaying any P&D changes a further year to allow the already significantly suppressed P&D income more time to recover.

4.4.10 Norwich City (NC) – Residents (Permit) Parking

As above, a simpler table is shown below due to the more complex NC charging structure. In line with the NPP proposals at BCKLWN and GYBC, the table shows the effect of an increase in all tariffs.

Norwich City	Old		New		Gain/PA	Qty/PA
Permit Type	Fee	Total/PA	Fee	Total/PA		
All Permits Combined		£830,653		£1,038,316	£207,663	

As distinct from NC on-street P&D, these increases impact a stable, residential customer base rather than the more volatile, mobility driven, short-stay customer base (e.g. workers, shoppers and visitors). By far the largest permit type currently purchased is the medium vehicle tariff at £37.20/pa. A proposed increase to £46.50 (+£9.30/pa) equates to just an additional 18p/week.

- 4.4.11 Projected benefits of all the foregoing proposed tariff increases have been calculated on current usage volumes, which are subject to change. They also show the maximum benefit of a full year's income. Due to implementation timescales and permits being renewed at differing times of year, the maximum benefits will only be realised from year 2 onwards.
- 4.4.12 Consideration was also given to county-wide tariff concessions for electric vehicles (EVs) and alternate fuel vehicles, but volumes of each at present have not made this a practical or viable option at the present time.

5. Alternative Options

- 5.1 A decision to not seek contributions from local District Councils could be considered although this may result in reduced enforcement activity in these areas. As such this is not recommended given the requirement to ensure enforcement is undertaken to effectively police compliant parking.
- 5.2 There is also an option to keep on-street pay and display and residents parking tariffs as they are and not review or comment on them, nor progress the proposals contained within this report. However, as all tariffs have not been reviewed for several years and are not keeping pace with inflation, this is not recommended.

6. Financial Implications

- 6.1 The detailed financial position is shown in Appendix A and B. For CPE across the whole of Norfolk, the County Council is currently forecasting an overall (NPP plus City) surplus of £10,118.
- 6.2 Given the continued recovery from the impacts of the pandemic, the significant variations in P&D income received, numerous CPE resource issues and lack of continued MHCLG funding support, this combined outturn represents a positive

position, under the circumstances. Open-book account meetings are continuing with NC colleagues to identify any further savings and efficiencies and their recent recruitment to a full team of CEOs has positively impacted patrolled hours and PCN income.

- 6.3 Increasing the NPP and NC P&D and residents permit fees as proposed will help offset the historical eroding effects of inflation on increased enforcement costs and ensure that all future fees continue to align and keep pace with inflation. On current volumes, the increased tariffs proposed are forecast to generate an additional £64,793/pa for the NPP CPE account and from £225,492/pa for the NC CPE account.

7. Resource Implications

7.1 Staff: None

7.2 Property: None

7.3 IT: None

8. Other Implications

8.1 Legal Implications:

- 8.1.1 NPLaw staff have been consulted as part of the development of these proposals and have provided advice on the requirements relating to varying the current level of on-street charging and residents permits.
- 8.1.2 Changes to pay and display tariffs can be made by way of a 21-day published notice which is also displayed at relevant locations.
- 8.1.3 Residents within currently operating permit schemes would need to be contacted to inform them of the change in permit pricing in conjunction with again a published 21-day notice.
- 8.1.4 Wider substantive changes to current relevant Traffic Regulation Orders (TRO) would be required to follow existing legislation and local policy. These can take several months to complete.

8.2 Human Rights Implications: None

8.3 Equality Impact Assessment (EqIA)

- 8.3.1 The needs of people with protected characteristics have been considered as part of this proposal. Residents of permit zones who qualify for a blue badge may receive a free or discounted resident permit. Companies that provide care can still do so using a carers' permit or the residents own visitors permit.

Residents can have support in applying for a permit by calling the relevant Council's customer contact teams, who can assist them through the process.

- 8.3.2 Blue badge holders also have the concession of being able to park for 3 hours on double or single yellow lines. They also have concession within time limited parking bays and pay and display bays.

8.4 Data Protection Impact Assessments (DPIA): Not required

8.5 Health and Safety implications: None

8.6 Sustainability implications: None

8.7 Any Other Implications: None identified.

9. Risk Implications / Assessment

- 9.1 No financial risk is currently identified for the NPP CPE account, which is currently forecast to generate a net surplus at the end of the current financial year, including a contribution to the capital equipment replacement fund reserve funds.
- 9.2 The current forecast position for the Norwich City CPE account indicates an end of year deficit that would need to be met by Norfolk County Council reserves.

10. Select Committee Comments

- 10.1 N/A

11. Recommendations

- 1. Review and comment on the latest 2021/22 forecast outturn for the NPP CPE Account.**
- 2. Review and comment on the latest 2021/22 forecast outturn for the Norwich City CPE Account.**
- 3. To confirm the voting membership rights within the Delegated Functions Agreements should not be amended at this time and to commit to a reconsideration of this matter as and when any future formal amendments are considered.**
- 4. To review and agree on the proposed new on-street pay and display and residents parking permit fees, which reflect current enforcement costs and account for the effect of inflation.**
- 5. To discuss and agree on whether any Norwich City on-street pay and display tariff increases should be postponed for a further year to allow greater time for recovery from the pandemic.**

12. Background Papers

12.1 [08.02.22 - NPP JC Report - Finance Update v1.docx \(sharepoint.com\)](#)

12.2 [08.02.22 - NPP JC Minutes](#)

Officer Contact

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Appendix A

Norfolk Parking Partnership 2021/22 Forecast Outturn	19/20 Actuals	20/21 Actuals	21/22 Forecast (Feb)
On Street Parking Enforcement			
Kings Lynn & West Norfolk Enforcement Costs	£344,649	£377,384	£369,942
Kings Lynn & West Norfolk Notice Processing Costs	£182,444	£140,957	£174,389
South Norfolk Enforcement Costs	£18,797	£11,890	£10,524
Great Yarmouth Enforcement Costs	£272,053	£232,801	£273,248
NCC Parking Department	£72,491	£49,823	£85,000
Income			
Enforcement (PCNs)	-£622,276	-£392,869	-£547,435
Enforcement Surplus/Deficit - County	£268,158	£419,985	£365,668
On-Street Pay & Display			
Great Yarmouth On Street Pay & Display Costs	£30,345	£35,177	£53,395
Kings Lynn On-street Pay & Display Costs	£4,226	£4,531	£5,639
Income			
Great Yarmouth On Street Pay & Display Income	-£391,195	-£331,101	-£540,453
Kings Lynn On-street Pay & Display Income	-£58,796	-£24,951	-£69,385
On-Street Pay & Display - County	-£415,420	-£316,344	-£550,805
Resident Permit Scheme			
Great Yarmouth Resident Permit Scheme Costs	£4,601	£11,771	£25,575
Kings Lynn Resident Permit Scheme Costs	£6,607	£5,233	£6,156
Income			
Great Yarmouth Resident Permit Scheme Income	-£74,164	-£53,684	-£59,391
Kings Lynn Resident Permit Scheme Income	-£13,642	-£11,848	-£14,553
Resident Permit Scheme - County	-£76,598	-£48,527	-£42,213
NPP Subtotal	-£223,860	£55,114	-£227,350
External Contributions			
Capital Replacement Contribution	£59,000		£118,000
Contribution from other District Councils		-£80,000	-£12,461
MHCLG Loss of Income Claim		-£134,995	-£29,245
Subtotal	£59,000	-£214,995	£76,294
Latest Forecast (Surplus)/Deficit Outturn 2021/22	-£164,860	-£159,880	-£151,056

Appendix B

Norwich City Council CPE 2021/22 Forecast Outturn	19/20 Actuals	20/21 Actuals	21/22 Forecast (Feb)
On Street Parking Enforcement			
Enforcement Costs	£1,227,364	£1,001,477	£988,514
Notice Processing Costs	£146,713	£104,737	£124,739
Income			
Enforcement (PCNs)	-£700,375	-£383,529	-£475,234
Enforcement Surplus/Deficit - City	£673,702	£722,685	£638,019
On-Street Pay & Display and Permits			
On-Street Pay & Display Enforcement Costs	£272,802	£251,467	£110,591
Resident Permit Enforcement Costs	£531,446	£846,250	£953,810
Income			
On Street Pay & Display Income	-£633,575	-£250,291	-£409,290
Resident Permit Scheme Income	-£743,189	-£714,125	-£830,635
Dispensations Income	-£47,669	-£48,532	-£71,314
On-Street Pay & Display and Permits - City	-£620,184	£84,769	-£246,838
Bus Lane Enforcement			
Maintenance and back-office costs	£250,319	£194,972	£275,580
Income			
Enforcement	-£406,318	-£200,399	-£269,689
Bus Lane Enforcement - City	-£155,999	-£5,428	£5,891
City Subtotal	-£102,481	£802,026	£397,072
External Contributions			
Prior year adjustment	£0	£31,644	-£134,053
MHCLG Loss of Income Claim	£0	-£586,381	-£122,081
Capital Contribution	£35,640	£0	£0
Subtotal	£35,640	-£554,737	-£256,134
Latest Forecast (Surplus)/Deficit Outturn 2021/22	-£66,841	£247,289	£140,938