

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

**Minutes of the Meeting Held on Monday, 23 October 2017
at 10am in the Edwards Room, County Hall**

Present:

Cllr M Castle
Cllr K Mellish
Cllr G Plant

Norfolk County Council
Borough Council of King's Lynn and West Norfolk
Great Yarmouth Borough Council

Non-Voting Members Present:

Cllr P Claussen

Breckland District Council

Officers Present:

Dave Stephens

Team Manager, Network Safety & Sustainability,
Norfolk County Council

Martin Chisholm

Borough Council of King's Lynn and West Norfolk

Miranda Lee

Great Yarmouth Borough Council

Jo Day

Norwich City Council

Rob Young

North Norfolk District Council

1. Apologies for absence

1.1 Apologies were received from Cllr A White (Cllr M Castle substituting), Cllr L Hornby, Cllr J Oliver, Cllr R Price, David Disney and Michele Earp.

1.2 Cllr M Castle in the Chair.

2. Election of Vice-Chairman

2.1 Cllr Mellish proposed Cllr Castle, seconded by Cllr Plant.

2.2 Cllr M Castle was duly appointed as Vice-Chairman for the ensuing Council year.

3. Minutes of the meeting held on

3.1.1 The minutes of the meeting held on the 27 October 2016 were agreed as an accurate record and signed by the Chairman subject to an amendment to Appendix A: the second row of the "Total" column should read "5653".

4. Declarations of Interests

4.1 No interests were declared.

5. Items of Urgent Business

- 5.1 No urgent business was discussed

6. Annual Report 2016-17

- 6.1.1 The Committee received the report outlining the CPE (Civil Parking Enforcement) annual report for 2016-17.
- 6.1.2 Since publication of the report, the letter had been sent to the Department for Transport detailing operational figures shown in the report and summary financial information.
- 6.1.3 The declining issuance of PCNs (Penalty Charge Notices) was noted. The Team Manager, Network Safety & Sustainability, reported a positive financial position had been returned due in part to efficiency cost savings agreed as part of the revised business plan; programmed expenditures had not yet been delivered and these costs would be seen later in the financial year.
- 6.2.1 Cllr Plant noted that the future plan did not include £15,000 previously allocated for CCTV in Great Yarmouth. The Team Manager, Network Safety & Sustainability, confirmed that CCTV had not been supported via the CPE Forward Programme which had to date been allocated for capital expenditure; CCTV was taken as a revenue expenditure. The support for CCTV had to date come from other sources outside the Norfolk Parking Partnership.
- 6.2.2 Cllr Plant felt that as most CPE income came through the Great Yarmouth and Kings Lynn areas, processes to ensure this income, such as CCTV, were important. The Team Manager, Network Safety & Sustainability, reported this could be brought on board as part of trading account arrangements.
- 6.2.3 The Chairman reported that he had responded positively in Spring 2017 to a request from The Borough Council for funding support for CCTV as part of ongoing support for local transport-related projects which would be made possible by the return of operational surpluses to be spent in Great Yarmouth. He felt spend on CCTV was a legitimate use of Norfolk transport money; it would be taken through the Great Yarmouth Infrastructure Steering Group. The Team Manager Network Safety & Sustainability **agreed** to take away Cllr Plant's concerns related to funding for CCTV and gain more clarity on the way forward. He confirmed there was an expectation that money returned to Great Yarmouth would be used for local schemes.
- 6.2.4 Cllr Plant raised concerns about the amendment scheme at paragraph 2.3.14; following consultation about seafront winter parking charges in Great Yarmouth, a report did not come to Committee before this was taken on to the business plan. Seafront traders struggled in the winter and Cllr Plant felt the changes would affect their businesses.
- 6.2.5 The Chairman clarified that Norfolk County Council proposals were restricted to the area between Sandown Road and Kings Road where the Borough Council also levied charges in their car parks during the winter period. He was keen to ensure that the changes were reviewed after a full year in operation, as had been the case following the introduction a few years ago of Visitor Voucher parking in some of the streets off that stretch of the seafront. It was important that a cohesive approach with regard to charging was taken by the Borough and County Councils within the "core" Yarmouth CPE area.

- 6.2.6 Cllr Plant was concerned that talks were not held with the Parking Partnership before implementation; the Chairman clarified that responses from seafront traders came to local Members at the time of consultation; it had not been necessary to bring it to the Committee as there had been no objection from local Members. Police proposals for tackling issues related to boy racers complicated the consultation, giving the impression that Norfolk County Council would be charging south of Kings Road; he clarified that parking would be free north of Sandown Road and south of Kings Road.
- 6.2.7 The Team Manager, Network Safety & Sustainability, reported that removing contributions to supporting maintenance of signs and markings had reduced costs, however, income was dependent on sufficient levels of maintenance. Cross boundary working had seen improvements in PCN issuance in low contribution areas.
- 6.2.8 Cllr Mellish queried whether residents' parking charges would be reviewed. Mr Chisholm recalled that Members previously agreed to maintain charges at the current level. Ms Lee reported there were no plans in Great Yarmouth to change the charges but they hoped to implement them more efficiently; Great Yarmouth Borough Council and the Borough Council of King's Lynn and West Norfolk were merging back office functions. Enforcement officers' hand-held devices could work in real time to allow charging via a mobile app. Mr Chisholm confirmed that voucher parking could be used on the app.
- 6.2.9 Cllr Claussen reported that he had been asked to look into car park enforcement due to issues in Attleborough and Swaffham from people parking in free car parks to travel to work out of town; he was keen to discuss with colleagues from the Borough Council of King's Lynn and West Norfolk and Great Yarmouth Borough Council.
- 6.2.10 There were no changes being discussed at Norfolk Norfolk District Council.
- 6.3 Norfolk Parking Partnership **AGREED**:
1. To **NOTE** the statistical return as presented in this report;
 2. To **NOTE** the financial position of the NPP as at 31st March 2017;
 3. To **NOTE** the progress with efficiency savings and the likely impact these would have on the 17/18 financial outturn;
 4. To **NOTE** the performance of the Blue Badge Investigations scheme and the positive feedback on the role of the Blue Badge Investigator;
 5. To **ACCEPT** this report as the financial position of the NPP as at 31st March 2017;
 6. To **NOTE** the draw down on the Capital Equipment Replacement Fund to replace handheld units, vehicles and P&D machines;
 7. To **NOTE** the extension of the existing 0.5fte temporary contract for the Blue Badge Investigations Officer from 24/10/17 to 31/03/2019.

7. Any Other Business

- 7.1.1 The Team Manager, Network Safety & Sustainability, discussed developments related to the Great Yarmouth air show to be held in 2018. He was liaising with colleagues in highways services who would advise Great Yarmouth Borough Council.
- 7.1.2 Regarding the impact on CPE operations the Team Manager Network Safety & Sustainability confirmed that traffic management costs should be covered by the event organisers. A condition discussed with event organisers was that, if a loss of on-street parking revenue was seen as a result of traffic or crowd management arrangements, the Partnership would ask for compensation.

- 7.2.1 Ms Lee suggested PCNs may increase; increased visitors to the area would benefit Yarmouth and Norfolk.
- 7.2.2 Mr Chisholm suggested the Partnership agreed to suggest that “additional costs should not be incurred by the Partnership by the event, however if necessary to suspend a number of bays it would not be necessary to recover additional costs from the event organisers due to reciprocal incomes from the event”.
- 7.2.3 Cllr Plant reported that the event had been funded by a tourism bid which businesses had paid into; Great Yarmouth Borough Council’s Policy and Resources Committee had agreed to contribute land to the event.
- 7.2.4 Cllr Mellish **proposed** that Members agreed that costs were not taken back to the event organisers to cover compensation. Norfolk Parking Partnership **AGREED** the proposal.
- 7.2.5 Cllr Mellish thanked officers for their hard work.

The meeting concluded at 10.43am

**Cllr M Castle, Vice Chairman,
Norfolk Parking Partnership Joint Committee**



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