

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Wednesday, 07 December 2022
at 2pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Martin Wilby (Chair)	Norfolk County Council
Cllr Graham Plant (Vice-Chair)	Great Yarmouth Borough Council
Cllr Richard Elliott	South Norfolk District Council

Non-Voting Members Present

Cllr Jo Copplestone	Broadland District Council
Mike Stonard	Norwich City Council

Officers Present:

Martin Chisholm	Borough Council of Kings Lynn and West Norfolk
David Disney	South Norfolk District Council
Ian Gregory	Better Parking Strategy Manager
Miranda Lee	Great Yarmouth Borough Council
Karl Rands	Assistant Director - Highway Services

1. Apologies for absence

- 1.1 Apologies were received from Cllr Paul Hewett, Cllr Harry Humphrey and Cllr Eric Seward.
- 1.2 The Chair thanked Cllr Brian Long for his input into the Joint Committee over the last few years which had been valuable and a good representation for the West of the County.

2. Minutes

- 2.1 The minutes of the meetings held on 7 September 2022 were **AGREED** as an accurate record subject to an amendment to record Cllr Graham Plant's attendance at the meeting.

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 providing a financial update 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.
- 5.1.2 The Better Parking Strategy Manager introduced the report to the Joint Committee:

- This report was the first finance update of the year, incorporating the quarter one and two actuals and the income up to October 2022. A detailed breakdown of the position to date was shown in the appendices to the report.
- The latest figures for Norfolk Parking Partnership were a surplus outturn of £33,157 due to reduced income levels and enforcement recharges. The Norwich City Council CPE forecast a deficit of £43,569 compared to a surplus seen last year. This was due to an increase in enforcement costs and bus lane maintenance costs and included the tariff increases and uplift agreed as presented to the Joint Committee in March 2022. The tariff increases were implemented in May 2022.
- The overall position for the two CPE accounts was £147k for Norfolk Parking Partnership and -£96.5k for Norwich City Council as shown in sections 2 and 4 of the report and totalled -£43.5k across both combined. This gave a projected deficit of £10k across both accounts
- Section 4 of the report gave a more detailed breakdown of key points to note which were also broken down in the appendices.
- There had been some subdued parking income and reviewed parking recharges which had been applied to both accounts.
- The MHCLG (Ministry of Housing, Communities and Local Government) income support available last year (2021-22) was no longer available to supplement income.

5.2 The following points were discussed and noted

- The Chair queried paragraph 5.2 of the report which stated that “a decision to not contribute the full £59,000 to the NPP capital replacement fund (e.g. £48,606) this year could be considered, to produce a balanced budget (ie zero deficit) across both CPE accounts”. The Better Parking Strategy Manager clarified that it was a preference to have a balanced budget to meet good accounting practices, so this could be put forward as an option depending on the appetite of the Joint Committee.
- The Vice-Chair asked for clarification on statements in the report about deficits and increases in income from differing activity which he felt seemed contradictory. The Better Parking Strategy Manager clarified this by stating that filling vacancies had been an increased cost, backed up by increased performance in PCN income. In Norwich, the split between pay and display and resident permit costs had changed, with one increasing by and the other reducing by £60k. The deficit incurred in Norwich had been via an agreed recharge in the business plan of £20k for NCC officer time and £30k for signs and lines maintenance.
- The Better Parking Strategy Manager confirmed the Norwich City CPE position was more positive than last year; a deficit was showing, however there was lost income on the account from Government funding and internal recharges added which impacted on the overall position.
- It was confirmed that the recharges to the NPP and Norwich City Council for signs and lines maintenance and officer time would be an annual recharge. It was noted as a concern as this may mean that Norwich City efficiency savings would need to be made.
- The Better Parking Strategy Manager was asked if the forecast position in the report took account of the national pay award as this would impact on the statement at paragraph 5.2 of the report. The Better Parking Strategy Manager replied that at the time of writing the report the final figures of the pay increase were being calculated and this information would be included in the next report to the Joint Committee in March 2023. The Chair and Vice-Chair **asked** for a

revised estimate to be circulated to the Joint Committee before this date, so that Members could have this information prior to budget setting.

- The Vice-Chair asked for an update on annual contributions being sought from District Councils; The Better Parking Strategy Manager replied that the same contributions as for 2021-22 would be sought from District Councils, following the formula presented to Joint Committee. This would be £10k each from Broadland and Breckland District Councils and £2.5k from South Norfolk District Council. There had been challenges seeking the contribution from North Norfolk District Council; officers had requested the £5.5k contribution from them on a number of occasions but had been unsuccessful. The Vice-Chair felt that considerations should be taken on how money could be raised in this District to cover the cost of enforcement provided if they were unwilling to pay a contribution. The Better Parking Strategy Manager noted that a forward programme of CPE schemes had been looked into for this area to generate income. There was an appetite to work with the Council on such schemes in some areas. The Chair **asked** for an update on this to be brought to the next meeting for the committee to consider. The Better Parking Strategy Manager confirmed that this topic was outside of the remit of the Joint Committee to make a decision on, however **agreed** that an update on progress with this would be brought to the next meeting in March 2023.
- David Disney confirmed that South Norfolk District Council had budgeted for their contribution for next year and were working to mitigate this cost in other ways and on schemes to reduce the cost of enforcement in Broadland and South Norfolk District Councils.
- The Chair felt that seeking a balanced budget position was preferable and proposed that officers sought a balanced position. The Joint Committee **agreed** to move forward with the recommendations based on this proposal.
- The Better Parking Strategy Manager **agreed** to present the Joint Committee with a more accurate and up to date figure for income if this increased.

5.3 The Joint Committee:

1. Reviewed and commented on the latest 2022/23 forecast outturn for the NPP CPE Account.
2. Reviewed and commented on the latest 2022/23 forecast outturn for the Norwich City CPE Account.

The meeting concluded at 14:32

Chairman



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