



Norfolk County Council

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

Minutes of the Meeting Held on Thursday, 04 October 2018
at 3pm in the Edwards Room, County Hall

Present:

| | |
|------------------------------|---|
| Cllr B Spratt (Chairman) | Norfolk County Council |
| Cllr G Plant (Vice-Chairman) | Great Yarmouth Borough Council |
| Cllr K Mellish | Borough Council of King's Lynn and West Norfolk |
| Cllr L Neal | South Norfolk District Council |

Non-Voting Members Present:

| | |
|--------------|--------------------------------|
| Cllr R Price | North Norfolk District Council |
|--------------|--------------------------------|

Officers Present:

| | |
|-------------------|---|
| Martin Chisholm | Borough Council of King's Lynn and West Norfolk |
| Jo Day | Norwich City Council |
| Lorraine Houghton | Great Yarmouth Borough Council |
| Miranda Lee | Great Yarmouth Borough Council |
| Dave Stephens | The Team Manager for Network Safety & Sustainability, Norfolk County Council |
| Tim Young | The Project Engineer (Network Policy & Performance), Norfolk County Council |

Also Present:

| | |
|------------------|---|
| Cllr Mick Castle | Local member for Yarmouth North and Central |
|------------------|---|

1. Chairman's Announcements

- 1.1 The Chairman spoke about the sad loss of former Councillor Adrian Gunson, who had worked tirelessly and been an ambassador for Norfolk County Council, served for many years on the Council and worked with the Highways department; the Joint Committee stood for a minute in silent remembrance of Cllr Gunson.

2. Apologies for absence

- 2.1 Apologies were received from Michele Earp, Rob Young. Jo day and Cllr Mellish had given apologies that they would arrive late. Also absent were,

3. Election of Vice-Chairman

- 3.1 The Chairman nominated Cllr Plant, seconded by Cllr Mellish. Cllr Plant was duly elected Vice-Chairman for the ensuing Council year.

4. Minutes

- 4.1.1 The minutes of the of the meeting held on 23 October 2017 were agreed as an accurate record and signed by the Chairman.

4.2.1 Matters arising from minutes:

- The Chairman asked for an update on CCTV at Yarmouth
- The Team Manager for Network Safety & Sustainability reported that there been discussion about whether the Partnership's finances could fund ongoing support for CCTV in Great Yarmouth and Gorleston
- It was decided not to go ahead with this funding in 2017, but an additional year's support had since been secured for CCTV in Great Yarmouth through pre-CPE (Civil Parking Enforcement) balances and a commitment made to support Gorleston until the end of 2018
- Further allocated funds which were not drawn down may be able to be used to allocate funding to Gorleston's CCTV; this would need to be agreed by the District Council or Cabinet
- The Vice Chairman updated the Joint Committee that CCTV use in Yarmouth and Gorleston was being reviewed to see if 24/7 coverage was still required.

5. Declarations of Interests

5.1 No interests were declared.

6. Items of Urgent Business

6.1 No urgent business was discussed

7. Norfolk Parking Partnership Annual Report 2017/18

- 7.1.1 The Joint Committee considered the Annual Report for 2017-18, providing a draft statistical return, required by the DfT (Department for Transport), summary of financial accounts for 2017-18 and an update on areas of work for the Norfolk Parking Partnership since the last Annual Report, presented to the Committee in October 2017.
- 7.1.2 The Chairman circulated a list of acronyms and their definitions, attached at appendix A.
- 7.1.3 The Team Manager for Network Safety & Sustainability referenced the supplementary report which contained final statistics to be forwarded to the DfT and showed a downward trend of PCNs (Penalty Charge Notice) issued in the County's Parking Partnership area. This trend had been built into the revised business plan used to plan the 4-year budget.
- 7.1.4 Improved outturn in 2016-17 gave a positive balance in the CPE Reserve; but this had reduced to £11,135 in 2017-18 due to reduced performance. This was mainly because of the savings from efficiencies accruing much later than originally expected and meant the projected contribution of £59,000 to the Capital Replacement Fund had been withdrawn for 2017-18. Officers were looking at how to manage the risks of losing income caused by not implementing all the planned replacements of Pay & Display machines in Yarmouth.
- 7.1.5 Following combination of back offices, Officers were in a good position to move forward, and recommended that business plan objectives were adopted with some small changes.
- 7.1.6 It had been decided not to go ahead with the proposed changes to seafront charging at Great Yarmouth and a small amount of savings had been accrued elsewhere.
- 7.1.7 The Vice-Chairman was pleased that seafront parking changes were not going ahead as this would support local businesses and people.
- 7.2.1 The Team Manager for Network Safety & Sustainability reported that in 2017-18, the first full year of blue badge operations, there were 103 investigations. There had been positive feedback about the work from representatives and people in receipt of blue

badges.

- 7.2.2 The Chairman queried blue badge legislation changes. The Team Manager for Network Safety & Sustainability clarified that the Government were extending criteria of blue badge eligibility to encompass some non-physical disabilities which could have implications for management of on-street parking, noting that under current legislation there was an increase of approximately 1000 blue badges per year across the County.
- 7.2.3 The need for consideration of distance from vehicle to destination in the case of people with severe anxiety and a suggestion that different sized spaces could be needed for people with different disabilities was raised. The Vice-Chairman added that there was a requirement for disabled spaces to be at the closest place to the destination, and for spaces behind to be at a set distance to allow access;
- 7.2.4 Concerns were raised about some people with blue badges parking on double yellow lines or in other places such as in limited wait bays or the beach ramp at Sea Palling, causing difficulty for businesses, emergency vehicles or other drivers. It was noted that people with a blue badge could legally park in a limited waiting bay all day and an increase in the number of people issued with a blue badge would impact on the number of limited waiting bays as no restriction could be placed on them parking here.
- 7.2.5 The Team Manager for Network Safety & Sustainability added that the review of blue badge criteria came under the Government's inclusive transport strategy, placing the onus on transport operators, District Councils and others to work better together, drawing on local knowledge to come up with agreed approaches alongside the drive towards improving congestion; the discussed parking issues would need to be fed into this.
- 7.3.1 Cllr M Castle spoke as a Local Member for Yarmouth North and Central about the decision not to go ahead with changes to Yarmouth Central seafront parking charges. He noted that the County Council charged for parking between Sandown Road and Kings Road and Great Yarmouth Borough Council charged for parking in their 5 carparks here; the proposed changes would have built on existing arrangements in the area and sustained 52 week-a-year parking wardens. Cllr Castle felt it was important for the County Council and Borough Council to charge in comparable ways and areas.
- 7.3.2 In reference to the report, Cllr Castle was concerned that Civil Parking Enforcement (CPE) was not sustainable; he noted that since the Police transferred responsibility of parking enforcement to Councils, some districts in Norfolk had not contributed substantially to enforcement costs across the County. He felt that a sustainable Parking Partnership should be developed through resident parking, on-street parking and fines, noting that there were areas which could benefit from resident permits and on-street parking charges.
- 7.3.3 Great Yarmouth Borough Council had introduced a sustained year-round enforcement team rather than a seasonally adjusted one which had made retention and training of staff problematic and may have previously contributed to PCN issuance numbers.
- 7.4.1 The Vice-Chairman felt that CPE costs could be reduced through better use of assets and was concerned that Kings Lynn and Great Yarmouth were the only District Councils paying for enforcement out of the 6 in the Partnership. He suggested that the other 4 District Councils contributed to CPE and that a discussion was held to facilitate all districts working together effectively and implementation of a viable CPE across Norfolk.
- 7.4.2 The Team Manager for Network Safety & Sustainability reported that discussions had moved forward between Leaders and Chief Executives; there was movement towards a consensus between Districts and Council to form a working group to deliver an approach to address balances in the financial arrangements and deliver aspirations for the public to see better on-street parking management.

- 7.4.3 An additional recommendation was **PROPOSED** by the Vice-Chairman; *the Committee asks the Chairman and Officers to liaise with the District Councils of Broadland, North Norfolk, Breckland and South Norfolk to participate in discussions around financing of the current CPE arrangements in their areas to support the sustainability of CPE in Norfolk.*
- 7.4.4 Cllr Neal updated the Joint Committee that South Norfolk District Council were starting to invest in CPE schemes; they had been looking into introducing parking schemes in areas such as Trowse and Cringleford; the District Council would pay half the funding and the Parish Councils would contribute the remainder.
- 7.4.5 The Team Manager for Network Safety & Sustainability sought to clarify, in relation to the Vice-Chairman's proposal, what the suggestion was for the financial contribution of District Councils to CPE, for the purpose of ongoing discussions; the Joint Committee agreed that 50% would be appropriate, which would be approximately £10,000 for Breckland and North Norfolk and £15,000 for Broadland.
- 7.4.6 Cllr Price confirmed that the Leader of North Norfolk District Council did not want to progress with on-street parking arrangements in the District, however was happy to contribute to the CPE arrangements.
- 7.4.8 The Team Manager for Network Safety & Sustainability clarified that the formula at A13 was used to guide the Partnership if a surplus was returned, to formulate how to distribute it. The £500,000 saving did not sit within the existing budget for the Partnership; the Parking Partnership department budget paid for the Norfolk County Council portion of the budget covering, for example, NCC officers and related work such as blue badge investigations. Cllr Castle noted that it was outside of the remit of the Joint Committee to make recommendations of the County Council's Budget.
- 7.5 Cllr Neal seconded Cllr Plants proposal, shown at paragraph 7.4.3, above. The proposal was duly **agreed**.
- 7.6 The Joint Committee:
1. **ACCEPTED** the draft statistical return in Table 1 of the report and **AUTHORISED** the final statistical return to be sent on 4 October.
 2. **NOTED** the financial position of the NPP as at 31st March 2018
 3. **NOTED** progress with efficiency savings and **AGREED** that a report on the outcomes is brought to the next meeting in February 2019.
 4. **APPROVED** the budget for the NPP for 2018-19 as set out in Appendix C of the report
 5. **NOTED** the performance of the Blue Badge Investigations scheme and the positive feedback on the role of the Blue Badge Investigator
 6. **ACCEPTED** the report as the financial position of the CPE Reserves as at 31st March 2018
 7. **ASKED** the Chairman and Officers to liaise with the District Councils of Broadland, North Norfolk, Breckland and South Norfolk to participate in discussions around financing of CPE in their areas to support the sustainability of CPE in Norfolk.
8. **Norfolk County Council Enforcement Policy (Blue Badge Protocol) and Enforcement Guidance Manual Update**
- 8.1 The Committee received the report giving an update on review of the Enforcement Policy to reflect changes in legislation & guidance and development of a new Blue Badge Protocol.
- 8.2.1 A Discussion was held about "keep clear lines" outside schools and issues related to parking on double yellow lines on roads near schools:
- The Project Engineer (Network Policy & Performance) updated the Joint Committee

that new legislation allowed for “sign and lines” to be enforced without a TRO (Traffic Regulation Order); to do this, zig zags must be compliant with regulations

- Examples were given of creative ways that schools had developed for parents to drop off and pick up their children without using double yellow lines or parking enforcement
- It was noted that parking issues outside schools were for a short time each day
- It was recognised that these issues would be difficult to solve as parents needed to drop off and pick up their children
- It was noted that enforcing parking on roads surrounding schools was more difficult than enforcing parking on zig zag lines
- It was noted that there was not enough resource to have enforcement officers at each school each day to enforce parking on yellow or zig zag lines
- It was felt that writing to schools about the situation or trying to enforce it further would not be helpful as it could create a demand the CPE service could not meet
- The Joint Committee noted that there should be a level of tolerance from residents, knowing that they lived near a school, and a level of consideration from parents

8.2.2 The Team Manager for Network Safety & Sustainability concluded that better management of problems was more effective than enforcement; it was useful to learn from experiences where good management had been seen, when planning new schools for example.

8.3 The Joint Committee:

1. **ENDORSED** the Blue Badge investigation protocol as set out in Appendix A of the report
2. **NOTED** the changes to the operational guidance document especially in relation to enforcement of school keep clear markings (A full version of the document is attached as appendix B of the report)
3. **AGREED** to a further separate report on enforcement of school keep clear markings to fully explore the issue at the next committee meeting

9. Review of Parking Management

9.1.1 The Joint Committee considered the report providing an update on the County Council’s plan to develop existing CPE (Civil Parking Enforcement) arrangements in Norfolk to ensure traffic management met the expectations of business, residents and visitors.

9.1.2 The report discussed that issues would be brought to the Joint Committee to feed comments into the review; there was therefore a recommendation for the Joint Committee to meet more regularly. Officers would also feed these comments into meetings of the Leaders and Chief Executives. The Better Parking Strategy Manager was due to be in post in November 2018

9.2.1 The Vice-Chairman and Joint Committee were concerned that the Joint Committee was not involved in the Better Parking Project; the Team Manager for Network Safety & Sustainability reported that the Project was a review of County parking arrangements through Norfolk Parking Partnership and the Norwich City area with a view to improve the public offer by harnessing new technology, providing a higher quality service, extending coverage of on-street parking services and providing a wider range of parking schemes and improvements through a more financially sustainable arrangement of on-street parking.

9.2.2 The Vice-Chairman was concerned about plans being created about parking across the County without involvement of all Districts.

9.3 The Vice-Chairman, seconded by Cllr Mellish, **PROPOSED** to amend recommendation 8

as follows:

- The Joint Committee **AGREED** *that* the Better Parking Strategy Manager ~~to~~ *will* attend future meetings to ~~update work with~~ the Joint Committee on progressing the Better Parking project

- 9.4.1 The Team Manager for Network Safety & Sustainability confirmed it could be possible for the Joint Committee to be the body overseeing the project but noted that leaders asked for the body to have equal voting rights among participants and the Joint Committee was not set up in this way.
- 9.4.2 Concerns were raised about 50% of the CPE surplus being returned to the NCC budget.
- 9.4.3 Cllr Castle noted that under current arrangements, if District Councils were unwilling to accept the policies within the parking principles they could not come on board as equal voting representatives on the Joint Committee. The Vice-Chairman referred to the review of the parking principles mentioned on p87 and, after discussion, it was **suggested** that the principle asking Districts to agree to introducing on-street and permit parking could be changed to include the wording “or other revenue opportunities”.
- 9.4.4 The Team Manager for Network Safety & Sustainability noted that year-round on-street parking in Great Yarmouth was still reported in the proposals to the forward plan; this would be amended now that this was not going ahead, as discussed under item 7.
- 9.5 The Joint Committee:
- 1) **NOTED** and **COMMENTED** on the County Council’s review of the current arrangements for CPE in Norfolk and the appointment of a new post to support implementation of changes to current arrangements
 - 2) **NOTED** the on-going discussions of Norfolk’s Leaders and Chief Executives
 - 3) **AGREED** to take any items which the Leaders and Chief Executives pass to the NPP for action or consideration
 - 4) **AGREED** to meet quarterly in order to receive updates on the progress of the review work and take decisions when required to meet programme timescales, until the review is completed
 - 5) **NOTED** and **COMMENTED** on the potential schemes in Appendix B of the report
 - 6) **ASKED** officers to continue to develop proposals and bring a Forward Programme for approval as part of the Partnerships budget-setting process
 - 7) **NOTED** this report and the need to develop links between parking management, congestion and the roles that key players and technology can have
 - 8) **AGREED** that the Better Parking Strategy Manager will attend future meetings to work with the committee on progressing the Better Parking project

The meeting ended at 16.38

Mr B Spratt, Chairman



If you need this document in large print, audio, Braille, alternative format or in a different language, please contact Customer Services on 0344 800 8020, or Text Relay on 18001 800 8020 (textphone) and we will do our best to help.

8. Abbreviations

| | |
|-----------|---|
| CEA | Civil Enforcement Area |
| CEO | Civil Enforcement Officer |
| CPE | Civil Parking Enforcement |
| CPZ | Controlled Parking Zone |
| CV | Commercial Vehicle |
| DfT | Department for Transport |
| DPE | Decriminalised Parking Enforcement |
| DVLA | Driver and Vehicle Licensing Agency |
| DYL | Double Yellow Lines |
| ECN | Excess Charge Notice |
| FCO | Foreign and Commonwealth Office |
| FPN | Fixed Penalty Notice |
| HA | Highways Agency |
| HHC | Hand Held Computer |
| HMSO | Her Majesty's Stationary Office |
| IHT | Institute of Highways and Transportation |
| LTP | Local Transport Plan |
| NPP | Norfolk Parking Partnership |
| NoR | Notice of Rejection |
| NtO | Notice to Owner |
| NVQ | National Vocational Qualification |
| NWAAT | No Waiting At Any Time |
| P&D | Pay & Display |
| PCN | Penalty Charge Notice |
| PCSO | Police Community Support Officer |
| PMC | Private Motor Car |
| PNR | Private Non-Residential |
| PPA | Permitted Parking Area |
| PSV | Public Service Vehicle |
| RNLI | Royal National Lifeboat Institute |
| RPS | Residents' Parking Scheme |
| RTA 1991 | Road Traffic Act 1991 |
| RTRA 1984 | Road Traffic Regulation Act 1984 |
| SEA | Special Enforcement Area |
| SLA | Service Level Agreement |
| SPA | Special Parking Area |
| SYL | Single Yellow Line |
| TEC | Traffic Enforcement Centre (Northampton County Court) |
| TMA 2004 | Traffic Management Act 2004 |
| TPT | Traffic Penalty Tribunal |
| TRO | Traffic Regulation Order |
| VED | Vehicle Excise Duty |