

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Wednesday, 28 July 2021
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 Brian Long	Borough Council of King's Lynn and West Norfolk

Non-Voting Members Present

Cllr Jo Copplestone	Broadland District Council
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Officers Present:

Martin Chisholm	Borough Council of King's Lynn and West Norfolk
David Disney	South Norfolk District Council
Michele Earp	South Norfolk District Council
Ian Gregory	Better Parking Strategy Manager, Norfolk County Council
Miranda Lee	Great Yarmouth Borough Council
Ray McKee	Norwich City Council
Karl Rands	Highway Services Manager, Norfolk County Council

1. Apologies for absence

- 1.1 Apologies were received from Cllr Eric Seward, Cllr Richard Elliott, Cllr Mike Stonard and Joanne Deverick (Ray McKee substituting).

2. Election of Vice-Chair

- 2.1 The Chair, seconded by Cllr Brian Long, proposed Cllr Graham Plant; Cllr Graham Plant was duly elected as Vice-Chair for the ensuing council year.

2. Minutes

- 2.1 The minutes of the meeting held on 4 March 2021 were **AGREED** as an accurate record with an amendment to the penultimate bullet point of paragraph 5.2 to state that Broadland District Council were "looking at a parking strategy in which they would consider the introduction of parking charges".

3. Declarations of Interests

- 3.1 No interests were declared.

4. Items of Urgent Business

- 4.1 No urgent business was discussed.

5. Finance Report Update

5.1.1 The Joint Committee received the report setting out the latest forecast outturn for 2020/21 and the current projected outturn for March 2022.

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

- Great Yarmouth Borough Council had been successful in their Ministry of Housing, Communities and Local Government (MHCLG) claim, which would improve confidence in the 2020/21 outturn.
- Norwich City Council had reported that their end of year position would improve by £16,500, dependent on confirmation of figures.
- The forecast figure was not the final forecast position due to information being waited on from Councils.
- Appendix A:
 - There was a high degree of confidence in the figures as they had been verified by finance partners; reduced staff costs had been seen due to staff self-isolating and redeployment, less time spent on parking enforcement and reduced penalty charge notice (PCN) issues.
 - Income from PCNs was better than forecast earlier in the year, and had been 40% lower rather than 50% lower than usual
 - The budget had been increased to cover the pay and display maintenance contract. Income from pay and display was better than anticipated, although down on usual years' income.
 - Some district councils were not invoiced for their contributions in 2020 and instead were doubly invoiced in 2021-22. The contribution from Broadland was higher to reflect additional transport costs for officers.
 - The MHCLG loss of income claim had been confirmed, giving confidence in the figures and surplus; reserves would not therefore need to be used.
- Appendix B:
 - It was assumed that PCN income would be 80-90% of the 2019-20 budget.
 - The cash collection maintenance budget would be increased to cover maintenance costs.
 - It was assumed that pay display and residential permit income would recover to 80-90% of budget.
 - There may be a small income from an MHCLG income seen in quarter 1 of 2021-22.
- Appendix C:
 - A recovery plan was requested from Norwich City Council to see what would be done to mitigate the losses.

5.2 The following points were discussed and noted:

- It had been agreed that, due to positive contributions from the Trowse and Cringleford schemes, contributions would not be sought from South Norfolk District Council for the financial year 2020-21.
- The Vice-Chair thanked District and Borough Councils who had paid their contributions, noting the importance of this towards provision of parking services.
- The Better Parking Strategy Manager confirmed that Norwich City Council had also made a successful claim to MHCLG. Ray McKee agreed to find out if this had been received.
- Miranda Lee confirmed that ~~70%~~ *75% of budgeted loss of income could be claimed from MHCLG. This included on street parking and from Councils' own carparks.
- The Vice-Chair queried why, as pandemic restrictions were lifted and visitors returned to Norfolk, an assumption had been made that pay and display income would reduce. The Better Parking Strategy Manager replied that data from district

*This amendment was made at the meeting of the 29 September 2021. Please view the minutes of that meeting to see the amendments made.

councils was needed to provide an improved picture on the pay and display forecast.

- The Vice-Chair noted that resident permit income was stable while pay and display income was variable and **asked** for this to be split on future data tables presented to the Joint Committee. The Better Parking Strategy Manager confirmed that pay and display and residential permit parking data could be split in future reports.
- Martin Chisholm confirmed that he provided pay and display data as shown in the graph in the report. PCN costs were only available quarterly due to the way that payments were received, and he confirmed that the latest quarter data would be sent in the second week of July. The number of PCNs were unlikely to get back to budget as by July and August areas would reach capacity.
- The Better Parking Strategy Manager noted that he had asked for more frequent reporting this year due to the dynamics of change with the ongoing Covid-19 pandemic. He acknowledged the monthly figures received from Martin Chisholm however additional data had been requested to assist with forecasting.
- The Chair asked whether more enforcement should be put into the seaside areas of the County over the summer; Martin Chisholm replied that additional resource was put into Broadland and North Norfolk where possible.
- Long suggested looking into additional streets where on-street parking could be introduced and increasing enforcement in areas where parking was causing an issue to residents or areas of natural interest.
- It was noted that shopping trends had changed with a move towards shorter stays and more churn; it was suggested that reviewing pay and display charges to be relevant for today's needs could be beneficial.
- It was confirmed that a record was kept of the number of PCNs issued and the number paid; information would be brought to the Joint Committee in September 2021 showing this information as well as how many cases had been challenged.
- Miranda Lee confirmed that a review was underway to review resident permit charges in Zone A in Great Yarmouth. Resident permit parking charges were subject to regular review.
- Officers confirmed that the Infrastructure and Development Select Committee were due to look at the Norfolk Parking Principles earlier in 2021 however it was decided to delay this due to Covid related issues and because there of infrastructure and mode of transport changes taking place due to the Covid-19 pandemic. The report would be taken to the Select committee at a later date.
- The Better Parking Strategy Manager confirmed that the financial contribution for District Councils was agreed for a 2 year period and agreed to circulate the emails sent to councils confirming this.
- The Vice-Chair suggested that financial contributions of districts should be revisited, noting that a service continued to be provided in these areas.
- The Vice-Chair **proposed** that the service ask district councils to continue with contribution payments subject to their agreement. David Disney suggested that this should run hand in hand with review of parking charges.
- A discussion was held about introducing limited stay parking bays; it was noted that enforcement of this type of parking was labour intensive, however a hybrid model could be considered to allow people to top up their ticket if they wished to extend their parking for a longer period. The parking principles dictated that people should pay a higher fee in a short stay bay than they would want to pay in a carpark.
- Cllr Copplestone agreed with the proposal for continuing with district contributions but queried why Broadland District Council was paying 50% more than other districts. Officers confirmed that this additional contribution had been calculated at the time of introduction to cover the additional distance for officers to travel compared to other districts. Cllr Copplestone did not agree that Broadland was more rural than some other areas of the County and asked for this to be reviewed if the contributions did continue.
- Officers confirmed that if it was agreed to move forward with contributions, officers would write to district councils proposing this and asking for their approval. A report

and recommendation would be brought back to a future meeting of the joint committee following this.

- It was discussed that reviewing contributions could also allow officers to forecast at which point the partnership might be sustainable and the contribution payments from districts would no longer be needed.
- Martin Chisholm noted that revenue, which was reported on a monthly basis, was volatile. Other information related to costs was static and labour intensive to produce on a monthly basis and he therefore asked if districts could provide the volatile information on a monthly basis rather than the static, cost related information. The Highway Services Manager **agreed** to review the information needed from districts and come to an agreement on what was required
- The Vice-Chair asked if the MHCLG grant received by Norwich City Council would cover their deficit. There was still some uncertainty in the Norwich data and the Better Parking Strategy Manager asked for up to date data. At that time Norwich City Council's parking arrangements were a separate delegated function arrangement to the Council.
- Miranda Lee confirmed that MHCLG liaised with all 151 district officers on completing claims and what could and could not be included in the claims. Norfolk's 151 officers also discussed the MHCLG claims at their meetings in the last year. It was suggested that Norwich City Council look into whether they could make a MHCLG claim for quarter 1, as claims were valid until the end of June 2021 based on the 2019-20 *2020-21 budget arrangements

5.3 The Joint Committee **RESOLVED:**

1. to review and note the latest forecast financial outturn for 2020/21 for the NPP accounts in Appendix A of the report.
2. to review and note the latest 2021/22 financial forecast outturn for the NPP in Appendix B of the report.
3. To review and note the latest 2021/22 financial forecast outturn for the Norwich City CPE Accounts in Appendix C of the report.
4. for the districts to be contacted for a review of and request for contribution payments to be continued with.

The meeting concluded at 15:11

Chairman



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*This amendment was made at the meeting of the 29 September 2021. Please view the minutes of that meeting to see the amendments made.