

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Thursday, 12 September 2019
at 2pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Martin Wilby (Chairman)	Norfolk County Council
Cllr Lisa Neal	South Norfolk District Council
Cllr Paul Kunes	Borough Council of King's Lynn and West Norfolk
Cllr Graham Plant	Great Yarmouth Borough Council

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
Miranda Lee	Great Yarmouth Borough Council
Tim Young	Project Engineer (Network Policy & Performance), Norfolk County Council
Gary Cheesman	Finance Officer, Norfolk County Council
Matt Tracey	Growth & Infrastructure Group Manager, Norfolk County Council
Dave Stephens	Team Manager Network Safety & Sustainability, Norfolk County Council
Ian Gregory	Better parking Strategy Manager, Norfolk County Council
Michele Earp	South Norfolk District Council
David Disney	South Norfolk District Council

1. Apologies for absence

- 1.1 Apologies were received from Cllr Eric Seward and Cllr Mike Stonard. Also absent was Cllr Paul Hewett.

2. Election of Vice-Chair

- 2.1 Cllr Graham Plant was duly elected as Vice-Chairman of the Joint Committee for the ensuing Council Year.

3. Minutes

- 3.1 The minutes of the meeting held on 14 February 2019 were **AGREED** as an accurate record and signed by the Chairman.

4. Declarations of Interests

- 4.1 No interests were declared.

5. Items of Urgent Business

- 5.1 No urgent business was discussed.

6. Parking Management at Schools

- 6.1 The Joint Committee received the report outlining proposals to contribute to service improvement and improve clarity in relation to enforcement of parking restrictions outside schools.

- 6.2.1 The Joint Committee discussed the proposals set out in the report:

- 6.2.2 Recommendation 2: To move to an operational position of zero tolerance, cutting the observational period to 5 minutes (from 10):

- The Project Engineer (Network Policy & Performance), reported that a parent friendly approach had been taken so far, offering a voluntary 10-minute observation; it was proposed to move to the statutory observation time of 5 minutes
- The Vice-Chairman noted that issues related to parking outside schools had been seen across the County, and had worsened since some children were not able to attend their local schools; he noted that the changes could help address the problems seen
- A Member noted that in some parts of the County, some parents were forced to drive to their local school due to the rurality of the area, and enforcing a “zero tolerance” approach could therefore be inappropriate
- It was noted that the observation time was being reduced from 10 to 5 minutes, and this would still allow time for parents to park and drop off their children; enforcement would only apply to schools with existing measures in place such as single and double yellow lines.
- the Vice-Chairman, seconded by the Chairman, **PROPOSED** changing the wording of the recommendation to remove reference to “zero tolerance” as he felt this gave the wrong impression about what was intended by the change in policy

- 6.2.3 Recommendation 4: issue of school parking management spans across all partners; the NPP creates a common stakeholder approach. A response toolkit is to be developed by the Officer Working Group, including the use of a grading tool to help score the issue against a range of criteria:

- The Project Engineer (Network Policy & Performance) discussed how through a multi stakeholder approach all parking authorities would work together in an officer working group to develop tools, including ensuring appropriate parking measures were in place when planning new schools
- The Project Engineer (Network Policy & Performance) confirmed that “partners” involved in this work would include schools, planning departments, police, Norfolk Parking Partnership and health
- The Growth & Infrastructure Group Manager reported that Norfolk was the first County Council to have all schools with active travel plans. There was online resource available to schools to allow them to take ownership of this piece of work
- A Member requested that the letters and posters were fed down to local Parish and Town Councillors to support spreading the message in local communities; the Project Engineer (Network Policy & Performance) **AGREED** to take this back to the Officer Working Group as an action
- Martin Chisholm noted that it was important to both educate parents on parking sensibly and safely around schools, as well as working with those living near schools on exercising tolerance for parents who needed to park to drop off their children
- The Vice-Chairman noted that as there was not capacity to work with every school, setting realistic expectations was important
- Martin Chisholm noted that statistics showed there were few injury accidents outside

schools and therefore it was important to consider what action was proportionate, ie educating parents about parking safely was probably more appropriate than issuing Parking Control Notices in most instances

- It was discussed how grading criteria to prioritise schools may be seen as unfair by schools that received less input or support than others
- Members were of the consensus that education was more beneficial than enforcement in most instances

6.2.4 Recommendation 5: the current limits of technology in enforcement of parking outside schools.

- The Project Engineer (Network Policy & Performance) noted that use of technology enforcement was limited by legislation
- It was noted that speaking with people directly had some benefits over remote enforcement, while remote enforcement also had its own benefits

6.3 The Joint Committee:

1. **AGREED** the content of the report in relation to the current operational practice of the NPP, specifically the 10-minute observation prior to ticket issuance.
2. **AGREED** to move to an operational position of cutting the observational period to 5 minutes.
3. **NOTED** the inconsistent application of police powers across Norfolk and agreed that a variation to the current Memorandum of Understanding between the NPP and Norfolk Constabulary should be sought.
4. **AGREED** that the issue of school parking management spans across all partners and the NPP creates a common stakeholder approach. A response toolkit is to be developed by the Officer Working Group, including the use of a grading tool to help score the issue against a range of criteria.
5. **NOTED** the current limits of technology in enforcement of parking outside schools.

7. Annual Report 2018-19

7.1.1 The Joint Committee received the report providing the Annual Report for the seventh full financial year of operation of Civil Parking Enforcement in Norfolk and including a draft statistical return as required by the DfT (Department for Transport, a summary of the financial accounts for financial year 2018/19 and an update on areas of work for the Norfolk Parking Partnership since the last Annual Report.

7.1.2 The Team Manager Network Safety & Sustainability reported that the table on page 36 of the report showed the Great Yarmouth winter charging saving of £11,000. This scheme was not progressing, but the savings had not yet been removed from the bottom line. The savings made from not progressing this scheme had been incorporated into the County Council's element of the budget shown on page 35 of the report under Parking Department NCC Annual Operational Costs, which totalled £90,000. This had been reduced to £79,000, absorbing these costs. The Vice Chair **requested** that this was removed in the next report.

7.1.3 The Team Manager Network Safety & Sustainability introduced the report:

- The Partnership was in the third year of the 4-year business plan. Officers had been able to deliver effective and efficient operations and the Partnership had yielded a surplus of £80,000 from the operational account
- The DT (Department for Transport) final return on the 30 September 2019 was unlikely to be vastly different from the draft shown in the report
- Blue badge numbers had remained at broadly similar levels, however intelligence from the Blue Badge issuing service indicated that rate of issuance had spiked, as expected, following the change of criteria to include hidden disabilities
- The schemes in able 6 of the report were expected to come on scheme in the next

- financial year, 2020-21, and financial projections were being modelled in preparation
- The CPE (Civil Parking Enforcement) reserve had increased £40,000 from the previous year's reported return

7.2 The following points were discussed and noted:

- he Vice-Chairman thanked District Councils for the additional contributions to the budget and noted the impact this had had on balancing the budget
- The Joint Committee thanked Officers for their work in bringing the budget to a balanced position; the Team Manager Network Safety & Sustainability also noted the impact of the work of the District Parking Teams in identifying efficiencies
- The Team Manager Network Safety & Sustainability confirmed that the usual process for identifying how to spend surplus in Great Yarmouth was via the steering group
- The change in Blue Badge criteria to accommodate unseen disabilities was noted
- Cllr Neal declared a non-pecuniary interest as a blue badge holder and noted the positive work carried out by the blue badge enforcement team
- David Disney thanked Officers for their work with residents and the Portfolio older in South Norfolk to identify and solve problems

7.3 The Joint Committee **AGREED** to:

1. **NOTE** the draft statistical return in Table 1 and **AUTHORISE** a final return to be sent to the DfT when the final figures are available on 30 September.
2. **NOTE** the financial position of the NPP as at 31st March 2019 and **ENDORSE** the allocations to spending as set out in Table 3.
3. **NOTE** the positive progress towards financially sustainable CPE services under the existing arrangements.
4. **NOTE** the budget for the NPP for 2019-20 as shown in Appendix A and to receive a verbal update of progress against the budget at the meeting.
5. **NOTE** the performance of the Blue Badge Investigations scheme and the positive feedback on the role of the Blue Badge Investigator.
6. **NOTE** the new schemes set out in Table 6 which have been secured under the new approaches to community engagement and scheme development.
7. **NOTE** this report as the financial position of the CPE Reserves as at 31st March 2019.

8. The Better Parking Strategy Project, Verbal Update

8.1 The Committee heard a verbal update on the progress of the Better Parking Strategy project from the Growth & Infrastructure Group Manager:

- Between December 2018 and April 2019, Officers had attended fact finding visits to, among others, North Essex Parking Partnership, Gloucestershire County Council, King's Lynn, Great Yarmouth and Norwich City Local Enterprise Partnership
- Benchmarking of data had been carried out and Officers had met with mature parking partnerships to gain information and ideas of best practice
- Officers had been looking at issues by comparing and contrasting different Local Authority areas
- The demographic and operational area, policy interpretations and issues related to financial performance of the partnership had been looked into
- Discussions had been taking place to decide the focus of the future strategy and forward programme for the next three years and developing key principles to retain healthy high streets and resorts in Norfolk
- Officers had been looking at schemes to solve existing parking issues and enable and help bring forward solutions supported by local communities
- The revised first draft of the Parking Principles document would go through due process and be brought to Joint Committee for consideration
- Officers were also engaging with Parish and Town Councils across Norfolk
- Work was underway around transition arrangements for the dissolution of Norwich

Highways Agency

- Key Performance Indicators were being reviewed to be more workable
- Officers were working with the East Anglia Parking Forum and British Parking Association to develop a positive parking agenda, and on feeding in views from the Local Transport Plan into DfT (Department for Transport) parking consultations

8.2 The chairman noted the positive partnership working that had been taking place

8.3 The Joint Committee **NOTED** the update

The meeting concluded at 14:43

Chairman



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