

## **Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee**

**Minutes of the Meeting Held on Tuesday, 08 February 2022  
at 2pm in the Council Chamber, County Hall**

### **Voting Members Present:**

Cllr Graham Plant (Chair)

Great Yarmouth Borough Council

### **Non-Voting Members Present**

Cllr Mike Stonard

Norwich City Council

Cllr Jo Copplestone

Broadland District Council

### **Substitute Members Present**

Cllr Tim Adams for Cllr Eric Seward

North Norfolk District Council (non-voting)

Cllr Lisa Neal for Cllr Richard Elliott

South Norfolk District Council

Cllr Paul Kunes for Cllr Brian Long

Borough Council of King's Lynn and West  
Norfolk

### **Officers Present:**

Ralph Burton

Breckland District Council

Martin Chisholm

Borough Council of King's Lynn and West Norfolk

David Disney

South Norfolk District Council

Ian Gregory

Better Parking Strategy Manager, Norfolk County Council

Miranda Lee

Great Yarmouth Borough Council

Karl Rands

Highway Services Manager, Norfolk County Council

Rebekka Roberts

Norwich City Council

## **1. Apologies for absence**

- 1.1 Apologies were received from Cllr Martin Wilby, Cllr Richard Elliott (Cllr Lisa Neal substituting), Cllr Eric Seward (Cllr Tim Adams substituting) and Cllr Brian Long (Cllr Paul Kunes substituting). Also absent was Cllr Paul Hewett.

## **2. Minutes**

- 2.1 The minutes of the meetings held on 29 September 2021 and 14 December 2021 were **AGREED** as an accurate record.

## **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 presenting the latest forecast financial outturn position for Norfolk Parking Partnership (NPP) Civil Parking Enforcement (CPE) account and separate Norwich City CPE account

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

- The latest figures within the report forecasts a surplus outturn of £142,178 for the Norfolk Parking Partnership (NPP) CPE accounts. The surplus was a significant increase on September's figure of £62,667.
- The Norwich City (NC) CPE account has similarly shown an improvement forecasting a deficit of £128,971 compared with a £627,283 deficit reported in September 2021.
- Changes to the presentation of the accounts had made year on year and post and pre pandemic comparisons easier to undertake.
- The overall position taking in to account the NPP surplus and the City deficit reflects a surplus of £13,207. This was a significant improvement from the September figures and reflected the recovery from the pandemic as Covid 19 restrictions were lifted.
- Whilst Great Yarmouth Borough had undertaken a review of their residents and pay and display parking tariffs, NPP had not formally reviewed its fees since 2009. The report highlighted what effect inflation is having on income where no indexing of tariffs takes place.

5.1.3 The following points were discussed and noted:

- Pre-pandemic, the Norwich City CPE account had historically generated a significant surplus. However, due to some long-standing CEO vacancies (now filled), a deterioration in PCNs issued, the pandemic and resulting decrease in shopping/worker footfall (and P&D income), the NC CPE account was in deficit this year. However, it was hoped that with the easing of pandemic restrictions, more people would return to the City for shopping and working, and together with the CEO vacancies now filled, would return the NC CPE account to a surplus position during 2022/23.
- The two accounts for City and County would remain separate for reporting purposes.
- During the pandemic parking enforcement had been difficult to undertake but was now back to pre-Covid levels.
- Since on-street tariffs had not been increased for many years, a review and uplift of P&D and resident parking fees was essential, due to the eroding effects of inflation on rising enforcement costs. Proposed new tariffs are to be presented at the March JC, along with a mechanism (eg written into TROs) to automatically increase tariffs each year by a recognised inflation index eg RPI.
- Cllr Tim Adams stated that North Norfolk District Council confirmed it would be willing to make its NPP 'deficit' contribution of £5,281, but conditional upon confirmation it be allowed to become a voting member at future Committee meetings and have a greater steer on enforcement policy. Discussion also ensued regarding whether other 'contributing' Councils should be granted a vote at meetings. The Chair said the requests would be considered but consultation with and legal advice from officers would be required to help inform a decision. A decision and more formal response would then be provided at the next Committee meeting in consideration of the requests.
- Martin Chisholm informed the Committee of how current NPP enforcement activities are undertaken (with reference to North Norfolk) and in accordance

with the Parking Principles and NPP CPE Guidance Manual, and typically how enforcement of parking restrictions takes place and when fixed penalty charge notices are issued. He also cited the good relationship with District councils and how they already have well-defined routes to report parking problems and request targeted enforcement of issues.

- Ralph Burton from Breckland District Council confirmed their contribution of £10,000/pa to the partnership.

## 5.2 The Joint Committee:

1. **Reviewed** and **commented** on the latest 2021/22 forecast outturn for the NPP CPE Account.
2. **Reviewed** and **commented** on the latest 2021/22 forecast outturn for the Norwich City CPE Account.
3. **Discussed** and **commented** on the proposed contributions being sought from North Norfolk and Breckland District Councils to offset 50% of the net cost of carrying out enforcement in their areas.
4. **Reviewed** and **commented** on-street pay and display and residents parking permit fees to reflect current enforcement costs and account for the effect of inflation.

The meeting concluded at 14:36

### Chairman



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