



# Norfolk Parking Partnership Joint Committee

Date: 28 July 2021

Time: 14:00

Venue: Council Chamber, County Hall,  
Martineau Lane, Norwich, Norfolk, NR1 2DH

## Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and, in view of Covid-19 guidelines, we would encourage members of the public to watch remotely by clicking on the following link:

<https://youtu.be/8bclwJgmbck>

However, if you wish to attend in person it would be most helpful if, on this occasion, you could indicate in advance that it is your intention to do so. This can be done by emailing [committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk) where we will ask you to provide your name, address and details of how we can contact you (in the event of a Covid-19 outbreak). Please note that public seating will be limited.

Councillors and Officers attending the meeting will be taking a lateral flow test in advance. They will also be required to wear face masks when they are moving around the room but may remove them once seated. We would like to request that anyone attending the meeting does the same to help make the event safe for all those attending. Information about symptom-free testing is available [here](#).

**Persons attending the meeting are requested to turn off mobile phones.**

## Membership

### County Councillors

Cllr Martin Wilby (Chairman)      *Substitute: Cllr Barry Stone*

### District Councillors

Cllr Richard Elliott	<i>Substitute: Cllr Lisa Neal</i>	South Norfolk District Council
Cllr Brian Long	<i>Substitute: Cllr Paul Kunes</i>	Borough Council of King's Lynn and West Norfolk
Cllr Graham Plant		Great Yarmouth Borough Council

### **Non-Voting District Councillors**

Cllr Paul Hewett	<i>Substitute: Cllr Phil Cowen</i>	Breckland District Council
Cllr Eric Seward	<i>Substitute: Cllr Tim Adams</i>	North Norfolk District Council
Cllr Mike Stonard		Norwich City Council
Cllr Jo Copplestone	<i>Substitute: Cllr Peter Bulman</i>	Broadland District Council

**For further details and general enquiries about this  
Agenda please contact the Committee Officer:**

Hollie Adams on 01603 223029 or email  
[committees@norfolk.gov.uk](mailto:committees@norfolk.gov.uk)

**Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.**

## A g e n d a

1. **To receive apologies and details of any substitute members attending**

2. **Election of Vice-Chair**

3. **Minutes**

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To confirm the minutes of the meeting held on 4 March 2021

4. **Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
  - Exercising functions of a public nature.
  - Directed to charitable purposes; or
  - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.  
If that is the case then you must declare such an interest but can speak and vote on the matter.

5. **Any items of business the Chair decides should be considered as a matter of urgency**

6. **Finance Report Update**

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A report by the Assistant Director, Highways and Waste

**Tom McCabe**  
**Head of Paid Services**  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH

Date Agenda Published: 20 July 2021



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

Minutes of the Meeting Held on Thursday, 04 March 2021  
at 10am on Microsoft Teams (virtual meeting)

### Voting Members Present:

Cllr Martin Wilby (Chair)	Norfolk County Council
Cllr Graham Plant (Vice-Chair)	Great Yarmouth Borough Council
Cllr Paul Kunes	Borough Council of King's Lynn and West Norfolk
Cllr Alison Thomas	South Norfolk District Council

### Non-Voting Members Present

Cllr Jo Copplesstone	Broadland District Council
Cllr Eric Seward	North Norfolk District Council
Cllr Mike Stonard	Norwich City Council

### Officers Present:

Martin Chisholm	Borough Council of King's Lynn and West Norfolk
Alex Cliff	Highway Network and Digital Innovation Manager, Norfolk County Council
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
Tim Young	Project Engineer (Network Policy & Performance), Norfolk County Council

## 1. Apologies for absence

1.1 No apologies were received. Cllr Paul Hewett was absent.

## 2. Minutes

2.1 The minutes of the meeting held on 19 January 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 Report Update

5.1.1 The Committee received the report setting out the latest financial position and detailing

changes and positive steps taken since the previous Joint Committee meeting in January 2021 to mitigate the losses incurred within both the Norfolk Parking Partnership and the separate City Civil Parking Enforcement delegated agreement including loss of income claims submitted to the Ministry of Housing, Community and Local Government (MHCLG) department by Great Yarmouth Borough and Norwich City Council.

5.1.2 The Highway Network and Digital Innovation Manager introduced the report to the Joint Committee:

- Claims made to MHCLG of £135,000 by Great Yarmouth Borough Council and £644,478 by Norwich City Council had helped reduce the shortfall reported in particular outcomes.
- Appendix A of the report showed the financial position for Norfolk Parking Partnership with Norwich City Council's finances separated out to show a better comparison to previous years. Further adjustment had been made due to the MHCLG claims and a surplus was now shown.
- Appendix B of the report showed the financial position for Norwich City Council Civil Parking Enforcement. A shortfall was still shown after adjusting for the claim to MHCLG. This loss had been presented to Norfolk County Council's Finance Business Partner who confirmed the shortfall could be met through the emergency grant funding for Covid-19 recovery.

5.2 The following points were discussed and noted:

- It was noted that most income for the Norfolk Parking Partnership came from Great Yarmouth Borough Council and King's Lynn & West Norfolk Borough Council, and the importance of seeking a contribution from District Councils who did not wish to introduce pay and display and other parking charges, to support the cost of enforcement in their districts.
- A Member asked whether Norwich City Council would join Norfolk Parking Partnership in future. The Highway Network and Digital Innovation Manager replied that there was an aspiration for this to happen in the future but at that time there was a separate delegation arrangement in place. By reporting to the NPP Joint Committee this would allow the financial arrangements of the City Council to be understood before a decision was taken over whether to incorporate them into the Partnership.
- The Vice-Chair felt that there would be better coherence if the arrangements between Norwich City Council's parking facilities and arrangements and Norfolk County Council run park and ride services were joined.
- Discussions were needed to have a clear understanding of District Council contributions which would need to be agreed by District Councils' cabinets or councils.
- The Highway Network and Digital Innovation Manager confirmed that the contribution for South Norfolk District Council in the previous financial year, 2019-20, was £10,000. At the Committee meeting on 5 March 2020 it was agreed that due to positive contributions from the Trowse and Cringleford schemes, contributions would not be sought from South Norfolk for the financial year 2020-21.
- A Norfolk Parking Principles report was being taken to the Infrastructure and Development Select Committee meeting in July 2021 to review and consider the updated principles developed with District Councils. It was hoped that the updated principles would support with queries around the contributions to District Councils.
- Cllr Stonard reported that Norwich City Council's balance sheet normally showed a more positive outcome, but parking income had been affected by the pandemic. The City Council had invested in parking initiatives, for example, in cashless payments at some off-street sites and were looking to roll this out to on-street parking shortly. As the City Council did not control all parking in the city, when setting parking charges, they benchmarked against similar cities and private operators to ensure they were

competitive.

- It was noted that Broadland District Council had been paying £15,000 to the partnership, which was more than other District Councils. Cllr Copplestone reported that the District Council were looking at a parking strategy and introduction of car park charges moving forward.
- Cllr Eric Seward shared that he was unhappy about the approach taken towards the enforcement of on-street parking of North Walsham by officers from King's Lynn & West Norfolk Borough Council. Martin Chisholm clarified that Cllr Seward had been advised that he could use his democratic right to change the enforcement but noted that officers were contractually obligated to enforce restrictions that were in place in an area.

### 5.3 The Joint Committee:

1. **REVIEWED** and **NOTED** the latest financial forecast outturn of the NPP accounts in Appendix A of the report
2. **REVIEWED** and **NOTED** the latest financial forecast outturn of the City CPE accounts in Appendix B of the report, including the use of a COVID-19 grant to offset the remaining deficit.
3. **AGREED** to defer the next Norfolk Parking Partnership Joint Committee meeting until mid-May in order to determine if any further steps are required to secure the financial stability of the Norfolk Parking Partnership and/or City Civil Parking Enforcement accounts.

The meeting concluded at 10:39

**Chairman**



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# Norfolk Parking Partnership Joint Committee

Item No: 6

<b>Decision making report title:</b>	<b>Finance Report Update</b>
<b>Date of meeting:</b>	<b>28<sup>th</sup> July 2021</b>
<b>Responsible Cabinet Member:</b>	<b>Cllr Wilby (Cabinet Member for Highways &amp; Infrastructure)</b>
<b>Responsible Director:</b>	<b>Grahame Bygrave - Director of Highways and Waste</b>
<b>Is this a key decision?</b>	<b>No</b>
<b>If this is a key decision, date added to the Forward Plan of Key Decisions.</b>	<b>N/A</b>

## **Introduction from Cabinet Member**

The previous financial year, 2020/21, was an incredibly challenging year for Civil Parking Enforcement across Norfolk, which relies on income in order to fund the costs of providing enforcement and parking services. Income streams were significantly reduced, with the number of penalty charge notices paid down by 40% and pay and display income down by 20%.

Significant efforts were made in particular by Great Yarmouth Borough Council and Norwich City Council to mitigate losses as much as possible, by submitting a £135,000 loss of income claim to the Ministry of Housing, Communities and Local Government (MHCLG) as well as reassigning staff costs where they were temporarily redeployed onto pandemic-related duties. Thanks to the efforts of all involved, the latest forecast outturn for 2020/21 is better than expected.

This report also sets out the current projected outturn for March 2022, which shows that another challenging year lies ahead, with the ongoing pandemic having already seen government restrictions adversely affecting the financial position of both the NPP and City CPE accounts in quarter 1 of the current financial year.

## **Executive Summary**

The latest financial outturn for the Norfolk Parking Partnership account for 2020/21 shows a surplus of £162,218. This is better than the previous forecast, which is largely due to central government beginning to lift restrictions across England on 8<sup>th</sup> March 2021,

resulting in more traffic returning to streets across Norfolk, which has resulted in more penalty charge notice (PCNs) being issued and more parking demand resulting in more pay and display charges being collected than previously forecast. This outturn assumes that the £135,000 loss of income claim will be reimbursed, however at the time of writing no funds have yet been received from the MHCLG.

Separately, Norwich City CPE outturns have not yet been confirmed by Norwich City Council. The latest forecast position was a deficit of £263,849, including £644,478 claimed through the MHCLG Loss of Income scheme, which again has not yet been confirmed. The remaining deficit was mitigated with a separate COVID recovery grant received by Norfolk County Council.

Throughout first quarter of the current financial year, 2021/22, the number of PCNs issued by the Norfolk Parking Partnership has been returned towards levels seen prior to the pandemic, however this is still only around 83% of that issued in the same period two years ago, prior to the pandemic. Based on this year's trend so far and the likely roadmap for easing of restrictions in England, an updated forecast outturn has been provided and shows a slight deficit of around £5,000 for the NPP. A loss of income claim is expected to be submitted for quarter 1 2021/22 which is estimated to recover approximately £39,000 of loss pay and display charges.

Separately, Norwich City Council have forecast a £406,000 deficit, however this has not yet been validated against quarter 1 figures.

## **Recommendations**

- 1. Review and note the latest forecast financial outturn for 2020/21 for the NPP accounts in Appendix A.**
- 2. Review and note the latest 2021/22 financial forecast outturn for the NPP in Appendix B.**
- 3. Review and note the latest 2021/22 financial forecast outturn for the Norwich City CPE Accounts in Appendix C.**

## **1. Background and Purpose**

- 1.1. A Finance Update report was presented to the NPPJC on 4<sup>th</sup> March 2021 showing the latest forecast outturn position of the NPP accounts for the 2020/21 financial year. This projected a small end of year surplus of £16,754 for the Norfolk Parking Partnership accounts and a deficit of £263,849 for the Norwich City CPE account.
- 1.2. These forecasts were significantly lower than had been budgeted for at the start of the year. The various restrictions imposed by central government, including

lockdowns, in order to curb the spread of COVID-19 had all severely impacted income from parking services, particularly through penalty charge notices (PCNs) as well as on-street pay and display charges.

- 1.3. The Ministry of Housing, Communities and Local Government (MHCLG) provided a Loss of Income Compensation scheme, which Great Yarmouth Borough Council and Norwich City Council both submitted claims to for their respective areas, totalling £779,478 to offset the loss of income incurred. This compensation amount was included on the forecast balance sheet at the time however the claims had not been confirmed/accepted by MHCLG. The remaining deficit in the Norwich City CPE account after accounting for this claim was offset by a separate COVID-19 recovery grant received from central government.
- 1.4. Without the support of this scheme, across both NPP and Norwich City CPE, Norfolk County Council would have been faced with a total net loss of around £1m.
- 1.5. At the time of the previous report, the MHCLG Loss of Income scheme was expected to end in June 2021 and alternative measures would need to be adopted if the ongoing pandemic was likely to continue impacting the financial viability of the Civil Parking Enforcement (CPE) arrangements.

## **2. Proposals**

- 2.1. This report provides a summary of the latest outturn for the previous financial year (2020/21), as well as an updated forecast for the current financial year.

## **3. Impact of the Proposal**

- 3.1. A net surplus of £162,218 for the NPP account is forecasted for the previous financial year. The equivalent figures for the City CPE are not yet known.
- 3.2. The latest forecast net outturn indicates that the NPP end of year balance will be a slight deficit, which can be offset by existing NPP reserves.
- 3.3. The City CPE account is forecast to be around £406,000 in deficit at the end of the financial year, which cannot be met by reserves. If this situation does not improve throughout this financial year, then alternative arrangements will need to be identified by Norfolk County Council to meet this shortfall.

## **4. Evidence and Reasons for Decision**

### **4.1. 2020/21 Financial Outturn Update**

- 4.1.1. Appendix A shows the current 2020/21 forecast financial outturn position for the NPP; a net surplus of £162,218, which is an improvement on the previous forecast position (£16,754). This assumes that the £135,000 MHCLG claim will be paid in due course.
- 4.1.2. This positive change is a result of more penalty charge notices being issued as well as higher income from pay and display charges than forecasted income from pay and display. The easing of the third lockdown on 8<sup>th</sup> March 2021 is the main factor behind this change.

4.1.3. No outturn figures for 2020/21 have yet been provided by Norwich City Council in relation to their CPE area and therefore have not been included in this report. The previous forecast position was a deficit of £263,849, after taking into account £644,478 claimed through the MHCLG loss of income scheme, which has not yet been received.

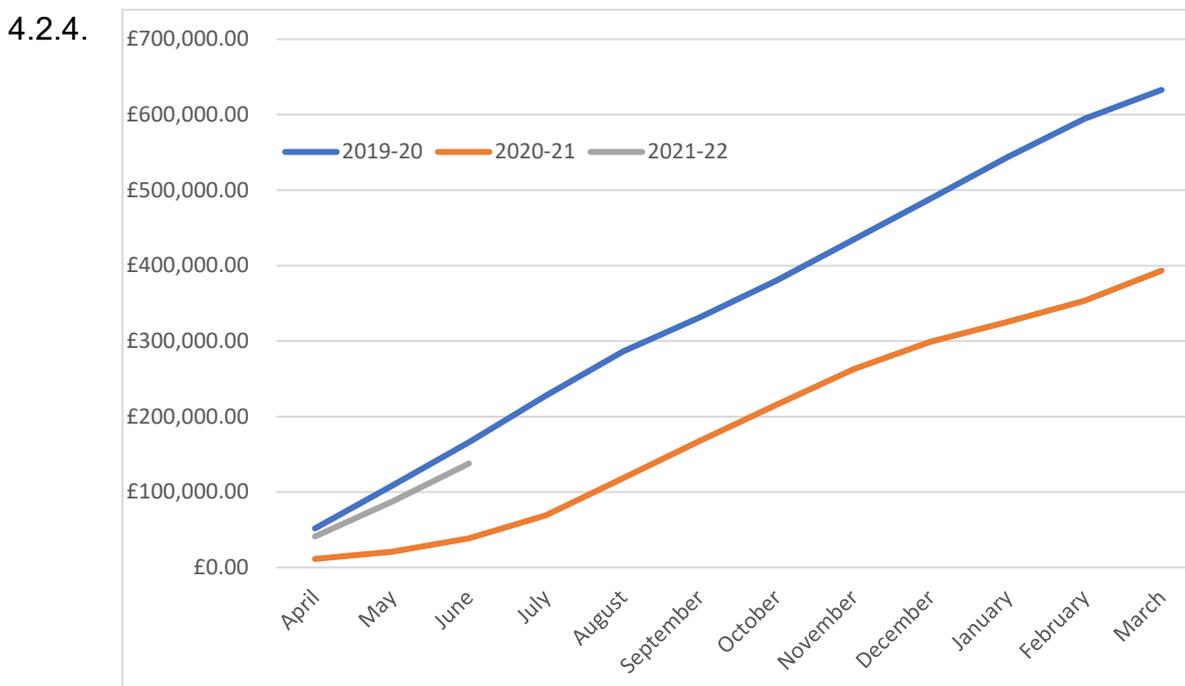
## 4.2. 2021/22 Forecast Update

4.2.1. At the time of the March report, it was unclear as to what trajectory the ongoing pandemic was likely to follow throughout 2021/22 and what further government restrictions were likely. This in turn would ultimately impact the financial models for CPE in Norfolk and Norwich as seen in 2020/21.

4.2.2. Amid this uncertainty, three forecast scenarios for 2021/22 were therefore presented in the previous finance update report;

Scenario	NPP Forecast Outturn (surplus/deficit)	City CPE Forecast Outturn (surplus/deficit)
Business as usual (based on 2019/20)	£150,000	£340,000
Likely (some light restrictions)	-£30,000	-£502,000
Worst Case (based on 2020/21)	-£208,000	-£902,000

4.2.3. Income from PCNs within the NPP for the first quarter of 2021/22 are substantially higher than for the same period last year, however is around 83% compared to Q1 2019/20 (the last business as usual quarter).



Graph 1: Cumulative Income from PCNs by Month and Financial Year for the NPP (exc. City)

- 4.2.5. At the time of writing, central government had indicated that almost all remaining restrictions would be removed on 19<sup>th</sup> July. Based on the latest known roadmap, PCN income is expected to partly recover throughout the remainder of the current financial year.
- 4.2.6. On this basis, the 'likely' scenario has been adjusted using the above assumptions and 90% recovery. The forecast outturn for the NPP in this financial year is now projected to be a very minor deficit of £5,000. This assumes that no contribution to the Capital Equipment Reserve will be made at the end of this financial year, and that no MHCLG Loss of Income claim will be made for the first quarter.
- 4.2.7. The general NPP reserve is currently £216,477 with a further contribution of £103,218 expected, arising from the 2020/21 surplus (with the remaining £59,000 being transferred to the Capital Equipment Replacement reserve). This transfer has not yet taken place pending receipt of the Loss of Income Claim submitted by Great Yarmouth to the MHCLG for £135,000. In either case, the current reserve balance will be sufficient to offset the current forecast deficit for the current financial year.
- 4.2.8. Norwich City Council have set a separate budget for 2021/22 for their respective area, this is summarised in Appendix B. The budgeted outturn is a deficit of £406,000, however this has not yet been validated against any Q1 figures.
- 4.2.9. The above forecasts are based on the pandemic restrictions being similar to or less than those in place at the end of June 2021. Any changes to this position could impact the forecast outturn for the NPP and City CPE accounts.
- 4.2.10. It is anticipated that coastal areas will see a greater influx of visitors over the summer season, amid ongoing restrictions on foreign travel, which could result in a need for greater enforcement in these areas than in previous years. Norfolk County Council have received an increased number of requests for more targeted enforcement, particularly in these coastal resort areas.
- 4.2.11. The current NPP model has allocated fixed enforcement resources to each district, which could be reviewed however consideration will need to be made to ensure that the NPP model remains self-financing, particularly at a time when income streams are under pressure during the pandemic.

## **5. Alternative Options**

- 5.1. Costs could be reviewed to identify measures in order to financially balance the City CPE account.
- 5.2. Although the NPP account is currently forecasting a slight deficit (£5,000) for the end of this financial year, an updated business plan could be requested to ensure the financial position remains as positive as possible during this volatile period.
- 5.3. In terms of the City CPE, measures could be reviewed to identify ways of minimising the current forecast net deficit financial position of £406,000.

## **6. Financial Implications**

6.1. As identified in the report

## **7. Resource Implications**

### **7.1. Staff:**

None identified

### **7.2. Property:**

None identified

### **7.3. IT:**

None identified

## **8. Other Implications**

### **8.1. Legal Implications**

None identified

### **8.2. Human Rights implications**

None identified

### **8.3. Equality Impact Assessment (EqIA)**

Not required – report is an update only

### **8.4. Health and Safety implications**

None identified

### **8.5. Sustainability implications**

None identified

### **8.6. Any other implications**

None identified

## **9. Risk Implications/Assessment**

9.1. None identified

## **10. Recommendations**

10.1. **1. Review and note the latest financial outturn for 2020/21 for the NPP accounts in Appendix A.**

**2. Review and note the latest financial outturn for 2020/21 for the Norwich City CPE accounts in Appendix B.**

**3. Review and note the latest 2021/22 financial forecast outturn for the Norwich City CPE Accounts in Appendix C.**

## 11. Background Papers

### 11.1 [NPP Finance Update Report – NPP Joint Committee 4th March 2021](#)

#### Officer Contact

If you have any questions about matters contained in this paper, please get in touch with:

**Officer name:** Alex Cliff

**Tel No.:** 01603 222311

**Email address:** [alexander.cliff@norfolk.gov.uk](mailto:alexander.cliff@norfolk.gov.uk)



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Norfolk Parking Partnership 2020/21 Outturn Report	Budget 2020/21	Outturn 2020/21
<b>On Street Parking Enforcement</b>		
Annual Operating costs	£726,961	£619,742
Norfolk County Council Annual Operating Costs	£80,764	£49,823
KLBC Processing Unit Annual Operating Costs	£218,500	£140,957
<b>Income</b>		
Enforcement	-£651,889	-£392,869
<b>Enforcement Surplus/Deficit - County</b>	<b>£374,336</b>	<b>£417,653</b>
<b>On-Street Pay &amp; Display &amp; Permits</b>		
Cash Collection, Maintenance and Back Office Costs (Enforcement costs shown above)	£24,808	£56,712
<b>Income</b>		
Pay and Display/Resident Permit Scheme Income	-£525,347	-£421,583
<b>On-Street P&amp;D and Permits - County</b>	<b>-£500,539</b>	<b>-£364,871</b>
<b>NPP Subtotal</b>	<b>-£126,203</b>	<b>£52,782</b>
<b>External Contributions</b>		
Capital Replacement Fund	£59,000	
District Contribution 2019/20 - Breckland		-£10,000
District Contribution 2020/21 - Breckland	-£10,000	-£10,000
District Contribution 2019/20 - Broadland		-£15,000
District Contribution 2020/21 - Broadland	-£15,000	-£15,000
District Contribution 2019/20 - North Norfolk		-£10,000
District Contribution 2020/21 - North Norfolk	-£10,000	-£10,000
District Contribution 2019/20 - South Norfolk		-£10,000
MHCLG Loss of Income Claim - GYBC (Not confirmed)		-£135,000
<b>Subtotal</b>	<b>-£35,000</b>	<b>-£215,000</b>
<b>Latest Forecast (Surplus)/Deficit Outturn 2020/21</b>		<b>(£162,218)</b>
NPP General Reserves Balance		£216,477
Capital Equipment Reserves Balance		£177,933

Norfolk Parking Partnership 2021/22 Forecast Outturn	Budget 2020/21	2021/22 Forecast
<b>On Street Parking Enforcement</b>		
Annual Operating costs	£726,961	£726,961
Norfolk County Council Annual Operating Costs	£80,764	£80,764
KLBC Processing Unit Annual Operating Costs	£218,500	£200,000
<b>Income</b>		
Enforcement	-£651,889	-£586,700
<b>Enforcement Surplus/Deficit - County</b>	<b>£374,336</b>	<b>£421,025</b>
<b>On-Street Pay &amp; Display &amp; Permits</b>		
Cash Collection, Maintenance and Back Office Costs (Enforcement costs shown above)	£24,808	£56,712
<b>Income</b>		
Pay and Display/Resident Permit Scheme Income	-£525,347	-£472,812
<b>On-Street P&amp;D and Permits - County</b>	<b>-£500,539</b>	<b>-£416,100</b>
<b>NPP Subtotal</b>	<b>-£126,203</b>	<b>£4,925</b>
<b>External Contributions</b>		
Capital Replacement Fund	£59,000	
Subtotal	£59,000	£0
<b>Latest Forecast (Surplus)/Deficit Outturn 2021/22</b>		<b>£4,925</b>

**Norwich City Council CPE Budget**

**Forecast  
Outturn  
2021/22**

<b>On Street Parking Enforcement</b>	
Enforcement costs	£2,557,852
<b>Income</b>	
Enforcement	-£867,603
<b>Enforcement Surplus/Deficit - County</b>	<b>£1,690,249</b>

<b>On-Street Pay &amp; Display &amp; Permits</b>	
Cash Collection, Maintenance and Back Office Costs (Enforcement costs shown above)	£368,586
<b>Income</b>	
Pay and Display/Resident Permit Scheme Income	-£1,513,263
Dispensations	
<b>On-Street P&amp;D and Permits - County</b>	<b>-£1,144,677</b>

<b>Bus Lane Enforcement</b>	
Maintenance and back office costs	£260,500
<b>Income</b>	
Enforcement	-£400,000
<b>Subtotal</b>	<b>-£139,500</b>

<b>City CPE Subtotal</b>	<b>£406,072</b>
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