

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

**Minutes of the Meeting Held on Thursday 1 October 2015 at 2pm**

### **Present:**

|                        |                                |
|------------------------|--------------------------------|
| Mr M Castle (Chairman) | Norfolk County Council         |
| Mr D Pope              | Kings Lynn Borough Council     |
| Mr G Plant             | Great Yarmouth Borough Council |

### **Officers Present:**

|                 |   |
|-----------------|---|
| Martin Chisholm | Borough Council of King's Lynn and West Norfolk |
| Jo Day          | Norwich City Council                            |
| David Disney    | South Norfolk District Council                  |
| Helen Martin    | Norfolk County Council                          |
| Karl Reed       | North Norfolk District Council                  |
| Dave Stephens   | Norfolk County Council                          |

### **1. Apologies for absence**

1.1 There were no apologies received.

### **2. Minutes of the meeting held on 19 February 2015**

2.1 The minutes of the meeting held on 19 February 2015 were agreed by the Joint Committee and signed by the Chairman as a correct record of the meeting.

### **3. Declarations of Interests**

3.1 There were no declarations of interest.

### **4. Items of Urgent Business**

4.1 There were no items of urgent business to consider.

### **5. Revised Civil Parking Enforcement Business Plan**

5.1 The report by the Executive Director of Community and Environmental Services was received. The Civil Parking Enforcement Business Plan required review on a regular basis to ensure it was still up to date and delivered value for money for all partners.

5.2 The Committee heard that the income from fines would reduce and therefore the civil

parking enforcement was not sustainable based solely on revenues from King's Lynn and Great Yarmouth on-street parking. The income from the on-street parking would also not offset the enforcement activities.

5.3 For the first two years of the plan mandatory funding was granted to help the delivery of the forward programme but that had now elapsed. It was always known that the service was not sustainable if it only relied upon the income from the two District Councils.

5.4 The Committee suggested that a letter should be sent to the other District Council informing them that the funding had now elapsed and therefore they might lose their service if they didn't contribute. A working group would be convened.

5.5 If other District Council contributed then they would become full members of the Committee and it was suggested that Leaders and Chief Executives needed to be engaged.

5.6 **RESOLVED**

- To review the revised Business Plan and ask officers to investigate options and recommend actions to close the funding gap.

**6. Annual Report 2014/15**

6.1 The report by the Executive Director of Community and Environmental Services was received. The report contained information about the operation of on-street parking enforcement, a summary of the financial accounts and changes to Government requirements on enforcement.

6.2 The capital reserve had not been drawn upon so far, but it will be necessary to do so if equipment such as pay and display machines need replacing.

6.3 It was suggested that there might be hesitation from the other District Councils due to the funding for the car park machines would be taken out of their budget. It was clarified that the on street machines would be the responsibility of County Council.

6.4 The Committee felt that it was a big operation and could not be sustained only on the income from Great Yarmouth Borough Council and Borough Council of West Norfolk and King's Lynn.

6.5 **RESOLVED**

- That the Committee accepts the final statistical return which will be given as an update to the meeting on 1 October.
- That the Committee accepts the report as the financial position of the Partnership as at 31<sup>st</sup> march 2015.
- That the amended version of the NPP CPE guidance manual is approved, re-issued and implemented by on-street Civil Enforcement Officers (CEO).
- That Members agree blue badge enforcement in Norfolk is implemented through the NPP with a view to prosecuting offenders in line with agreed enforcement policies and Officers take this forward as soon as practical.
- That Members agree to put on hold the work to develop CPE in Cromer and Sheringham until the information of finding is available and the recommendations

of the Review of the Business Model have been reported and considered.

**7. Date of the next meeting**

7.1 The date for the next meeting would be arranged.

The meeting concluded at 2:45pm

**CHAIRMAN**



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