

Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Wednesday, 29 September 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 Mike Stonard	Norwich City Council
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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

Officers Present:

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
Tim Young	Project Engineer (Network Policy & Performance), Norfolk County Council

1. Apologies for absence

- 1.1 Apologies were received from Cllr Jo Copplestone, Cllr Richard Elliott (Cllr Lisa Neal substituting) and Cllr Eric Seward (Cllr Tim Adams substituting). Also absent was Cllr Paul Hewett.

2. Minutes

- 2.1 The minutes of the meeting held on 28 July 2021 were **AGREED** as an accurate record following the making of these two amendments:
- Paragraph 5.2, bullet point 4: to state "75% of budgeted loss of income could be claimed".
 - Paragraph 5.2, final bullet point: to refer to the financial year 2020-21

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:

- At the previous meeting, the Vice-Chair had asked for residential and pay and display parking income to be split in future reports. This was in the process of being carried out and would be ready for future reports.
- Further data had been received since the last meeting, therefore the figures in appendix A of the report were up to date.
- MHCLG (Ministry for Housing, Communities and Local Government) funding was not available in 2021-22 to assist with deficits; paragraphs 4.2.1 to 4.2.5 of the report described a significant downturn in penalty charge notices and pay and display income, forecasted to produce a deteriorated Norwich City deficit of £627,823.
- The most recent forecast from Norwich City (post-dating this report) forecasted a slightly improved position deficit of £598,093.
- Paragraphs 4.3.3 to 4.3.10 of the report detailed the rationale and formula for calculating district contributions, and Members were recommended to consider this and discuss whether they were content to move forward with this.
- The summary table in paragraph 6.1 of the report showed the current forecast financial position for CPE across the whole of Norfolk. Officers expected that Norwich City Council's financial position would improve over the remainder of the financial year 2021-22.
- Appendix B of the report showed the current forecast financial position for Norwich City Council. 'Open book' discussions were underway with Norwich City Council to investigate their deficit and potential options to mitigate it.

5 The following points were discussed and noted:

- Cllr Adams believed that the position of North Norfolk District Council was the provision of a one-off contribution in 2020-21 based on the deficit and noted that discussions would be needed regarding ongoing contributions. He agreed to feedback to officers at North Norfolk District Council that the Joint Committee had agreed that districts would pay contributions on an ongoing basis and requested additional correspondence from officers to support with this.
- The Vice-Chair clarified that, following a motion raised in the meeting on 28 July 2021, the Joint Committee had agreed that District Councils would pay contributions on an ongoing basis until the Partnership was sustainable and agreed to discuss the reasoning behind this motion with Cllr Adams. This motion was raised to ensure that enforcement was equal and fair across the county.
- Cllr Neal noted that the proposed lowest contribution from South Norfolk Council was a positive response to the district paying 50% towards development of parking schemes in market towns.
- David Disney reported that Broadland District Council had agreed to make a maximum contribution of £10,000 predicated on its plans to contribute to similar future parking schemes. The Better Parking Strategy Manager recognised that this was a fair proposal.
- The importance of District Councils paying a contribution to cover the cost of parking enforcement in their area was noted.
- The Vice-Chair pointed out the importance of districts working with Norfolk Parking

Partnership to ensure good schemes were in place.

- The Better Parking Strategy Manager confirmed that it was intended when first adopted that CPE would be self-sufficient from pay and display, penalty charge notice and resident parking income; in good times a surplus had been generated by the CPE for re-investment. The Road Traffic Regulation Act 1984 stated that the Council must underwrite any losses made in the parking account, therefore, under Section 55 the Council was legally obliged to do this. If, however, the deficit was large, the Council would have a 4-year period to pay back the deficit, recovered from surpluses generated over these subsequent years.
- Cllr Stonard reported that it was hoped that footfall and traffic in Norwich would return to pre-pandemic numbers in time, which would reduce the deficit and eventually result in a surplus.
- The Better Parking Strategy Manager confirmed that on line 2 of Appendix B of the report a figure was missing, and he **agreed** to review and update this table.

5.3 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. **Reviewed** and **commented** on the proposed calculation for contributions to be sought from North Norfolk, Broadland, Breckland and South Norfolk District Councils to offset 50% of the net cost of carrying out enforcement in their areas.

6 Annual Report 2020-21

6.1.1 The Joint Committee received the report presenting the latest forecast financial outturn position for the Norfolk Parking Partnership Civil Parking Enforcement (CPE) account and separate Norwich City CPE account.

6.1.2 The Better Parking Strategy Manager noted that this had been an unprecedented year and he therefore thanked all colleagues who delivered parking enforcement, those who had been redeployed and all who kept the service moving under the pressure experienced during this time.

6.2 The following points were discussed and noted:

- The Chair and Joint Committee Members noted the work of the blue badge enforcement and the importance of this work. The Better Parking Strategy Manager added that there had been five prosecutions in this area which were taken to the magistrates' courts with a 100% success rate, with the County Council recovering all costs awarded in each case.
- The Vice Chair gave congratulations to all the CEOs who had undergone refresher training with the Blue Badge Investigator; he felt that the increase in Blue Badge misuse reports reflected the quality and benefit of this training given to these staff, which had improved results each year.
- The Joint Committee asked that their support for the County's CPE teams and positive remarks about their performance be passed on to them; the Better Parking Strategy Manager agreed to pass on this feedback,
- It was noted that the annual report did not include Norwich City data; the Better Parking Strategy Manager reported that officers were currently working on the Norwich City report which would be reported at a later date.

6.3 The Joint Committee **noted** the positive operational performance of the NPP over the last 12-month reporting period downturn in PCN numbers.

The meeting concluded at 14:36

Chairman



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