GREAT YARMOUTH
BOROUGH COUNCIL

Car Park Strategy Steering Group

Date: Monday, 09 March 2015
Time: 14:30
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

1 DECLARATIONS OF INTEREST

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects
- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

2 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3	**MINUTES**	**3 - 6**
	The consider the minutes of the meeting held on 7 October 2014.	
4	**MATTERS ARISING**	
	To consider any matters arising from the above minutes.	
5	**PARKING ON KENNEDY AVENUE**	
	To discuss parking issues on Kennedy Avenue.	
6	**MARKET PLACE PARKING RESTRICTIONS**	
	To discuss the Market Place Parking Restrictions.	
7	**CAR PARKING STATS**	**7 - 10**
	To consider the attached.	
8	**GREAT YARMOUTH SEAFRONT PAY AND DISPLAY INCREASE IN CHARGES**	**11 - 15**
	To consider the attached letter and maps from Norfolk County Council.	
9	**ZONE A VISITOR PERMIT SCHEME**	**16 - 20**
	To consider the report for an alternative scratch card scheme.	
10	**REVIEW OF FINANCIAL MODEL FOR CIVIL PARKING**	**21 - 57**
	To consider the attached.	
11	**ANY OTHER BUSINESS**	
	To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.	

Car Park Strategy Steering Group

Minutes

Tuesday, 07 October 2014 at 14:00

Present:
Councillor Jeal (GYBC) (in the chair), Councillors B Walker, Bird and Plant (GYBC).

County Councillor Castle (NCC).

Phillip Schramme and Phil Reilly (NCC Officers).

David Law (Norfolk Constabulary).

Miranda Lee (Group Manager Customer Services), Michael Chillingworth (Car Parking Service Unit Manager) and Karline Smith (Senior Member Services Officer).

1 DECLARATIONS OF INTEREST

Councillor Castle declared a personal interest in item 15 relating to Town Wall Road highways work.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr D Marsh, Mrs J Beck and Mr P Fitzgerald.

3 MINUTES

The minutes of the meeting held on 15 July 2014 were confirmed subject to the addition of the following wording 'for streets north of Kitchener Road' to item 9.

4 MATTERS ARISING

There were no matters arising.

5 ZONE A ADDITIONAL VISITOR PARKING

It was reported that the Zone A Additional Visitor Parking Scheme had been implemented. Road signs had been removed from Apsley Road by residents who

had objected to the scheme and tamper proof fixings had been ordered for the next sign. Tickets/Vouchers had been issued to retailers and an additional outlet at St Peters Road was also selling these and some had now been sold.

6 NORTH DRIVE AMENDMENTS

It was reported that the North Drive amendments were schedule for 2015 and that resources now allowed this scheme to be progressed in 2014 with the scheme implemented in April 2015.

A transformation team car parking group had been created to look at car parking prices and it was agreed that any proposals would be presented to this committee for consideration.

7 YARMOUTH SEAFRONT

It was reported that the slow lane parking issue would be looked at this financial year.

8 JPH/JENNER ROAD AREA RESTRICTED PARKING ZONE

It was reported that the scheme had been implemented and that the restricted zone would now be extended into Barnard Road with new signs being installed in the near future.

9 ENFORCEMENT ISSUES

It was reported that following the discussions at the last meeting on the misuse of visitor parking permits a new scratch card proposal was being investigated and details of this would be presented at the next meeting, with a view to implementing the new scheme in April 2015.

10 CAR PARKING STATISTICS

It was reported that the individual car parking income had shown an increase on last year. Civil Parking Enforcement Officer resource issues had affected the number of tickets issued, however, the recovery rate is good and there are a low number of tickets cancelled.

Councillor Bird asked if the Marina Centre Car Park signs could be simplified and it was reported that this was being looked into.

11 CAR ENTHUSIASTS

It was reported that members of the public and local residents had made some suggestions to discourage the car enthusiasts on Yarmouth Seafront and these included changing the car parking space layout, including a space for a police vehicle and introducing pay and display in the evenings. A discussion ensued around the time that the parking fee should commence from and it was pointed out that free parking is offered in the winter months on the seafront.

RESOLVED:
It was agreed that parking charges would be implemented up until midnight.

12 BIKE PARKING IN THE BOROUGH

The Chairman reported that he had received an email from a resident who had expressed concern at the lack of bicycle park provision in Gorleston compared to Great Yarmouth.

RESOLVED:
It was suggested that the Great Yarmouth Cycle Forum be asked for their suggestions on this issue.

13 MARKET PLACE AND REGENT ROAD CIVIL PARKING ENFORCEMENT

It was reported that this scheme would be advertised this month with a leaflet drop to all shops along Regent Road and the Seafront with the scheme being implemented by Christmas.

14 ON STREET CIVIL PARKING ENFORCEMENT

The steering group discussed the current agreement which stated that on page 82 under 2.6 the following wording "For this district council areas where there is a positive net income the surplus will be shared in a proportionate manner" and that this wording continue to be included in the new agreement.

It was reported that the Steering Group's concerns should be directed to the Norfolk Parking Partnership meeting.

The steering group agreed that a letter should be written from the leader of the Borough Council to the leader of Norfolk County Council.

RESOLVED:
(i) That Councillor Castle present the Norfolk Parking Partnership meeting figures for CPE surplus to the next Steering Group meeting.
(ii) That Councillor T Wainwright be requested to write to the leader of Norfolk County Council about the inclusion of 2.6 in the new agreement.

15 FUTURE WORK PROGRAMME

Bicycle parking provision in Gorleston.

The steering group were asked to consider the Town Wall Road parking issues Surplus CPE funding be increased from £23,000 to £33,000 due to the cost of the kerb stones.

RESOLVED:
That the steering group agreed to the extra costs incurred being covered by the CPE surplus.

16 ANY OTHER BUSINESS

There was no other business.

17 DATE OF NEXT MEETING

The steering group would be informed of the next meeting date in the near future.

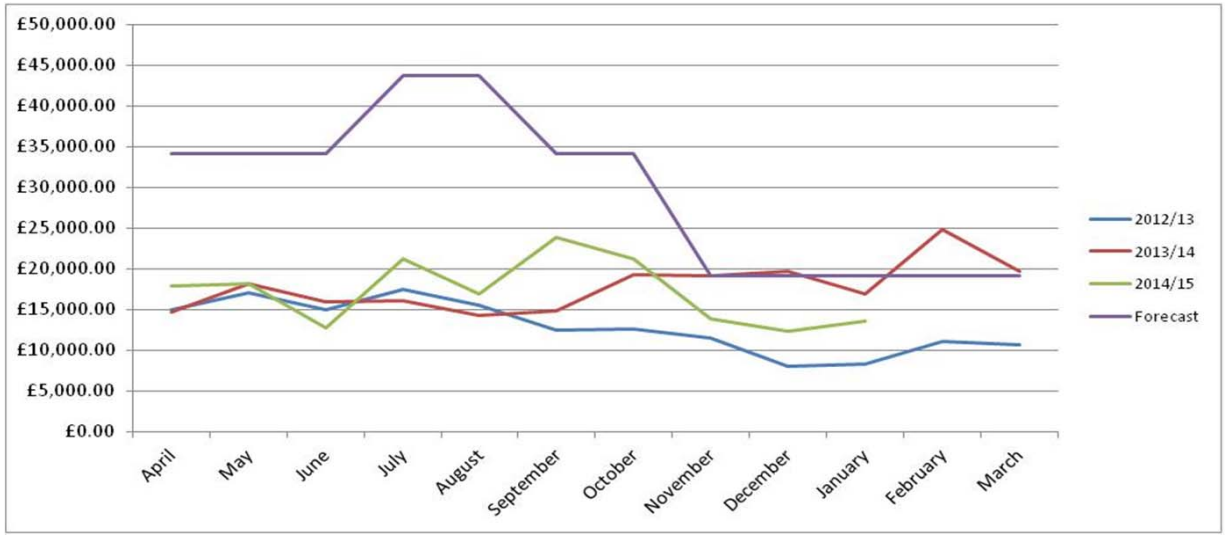
The meeting ended at: 15:20

Great Yarmouth On Street
Report Date: 09 February 2015

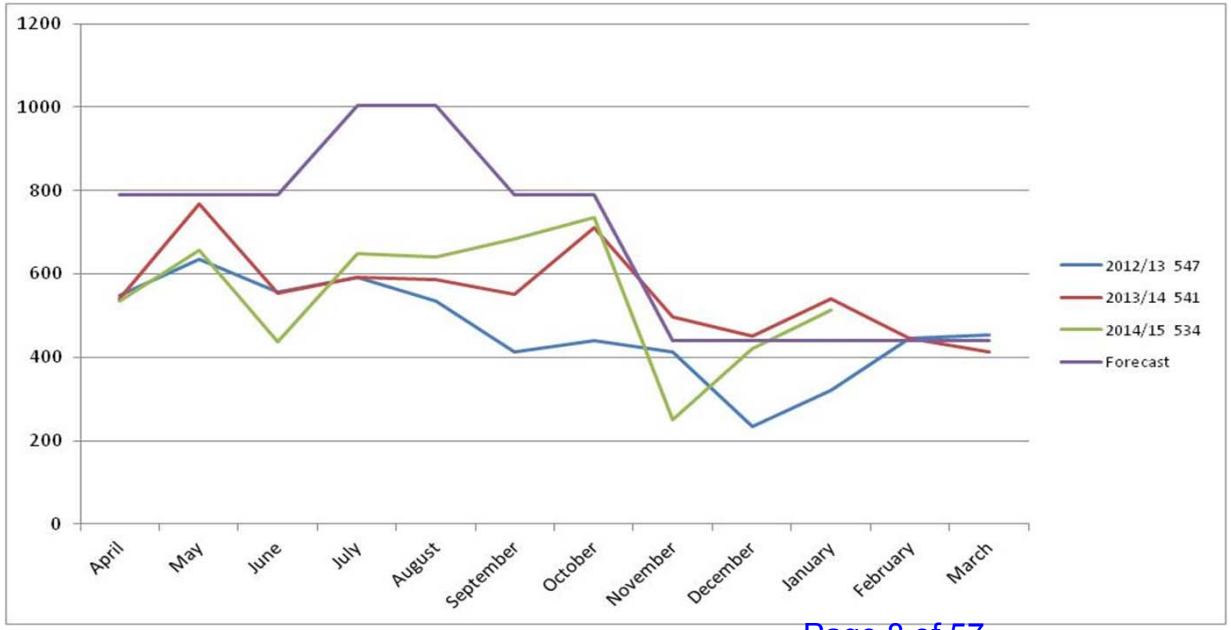
Reporting Period	01 Oct 2013 - 31 Dec 2013	01 Oct 2014 - 31 Dec 2014
Number of PCN's Issued	1657	1407
Percentage Paid	76.2%	76.1%
Percentage of cancellations	8.1%	6.6%
Percentage of Write Offs	6.5%	2.6%
Percentage Pending	9.1%	14.1%
Percentage Refunded	0.0%	0.2%
Percentage Misc	0.1%	0.4%
Budget for period	£72,444.00	£72,444.00
Posted payments during period	£58,085.56	£47,410.33

	Paid	Paid
Higher at Full	150	68
Higher at Discount	769	753
Lower at Full	57	19
Lower at Discount	270	221
Charge Certificate	25	11
TEC/Warrant/Bailiff (Part Payment)	4	0

On Street PCN income received by month

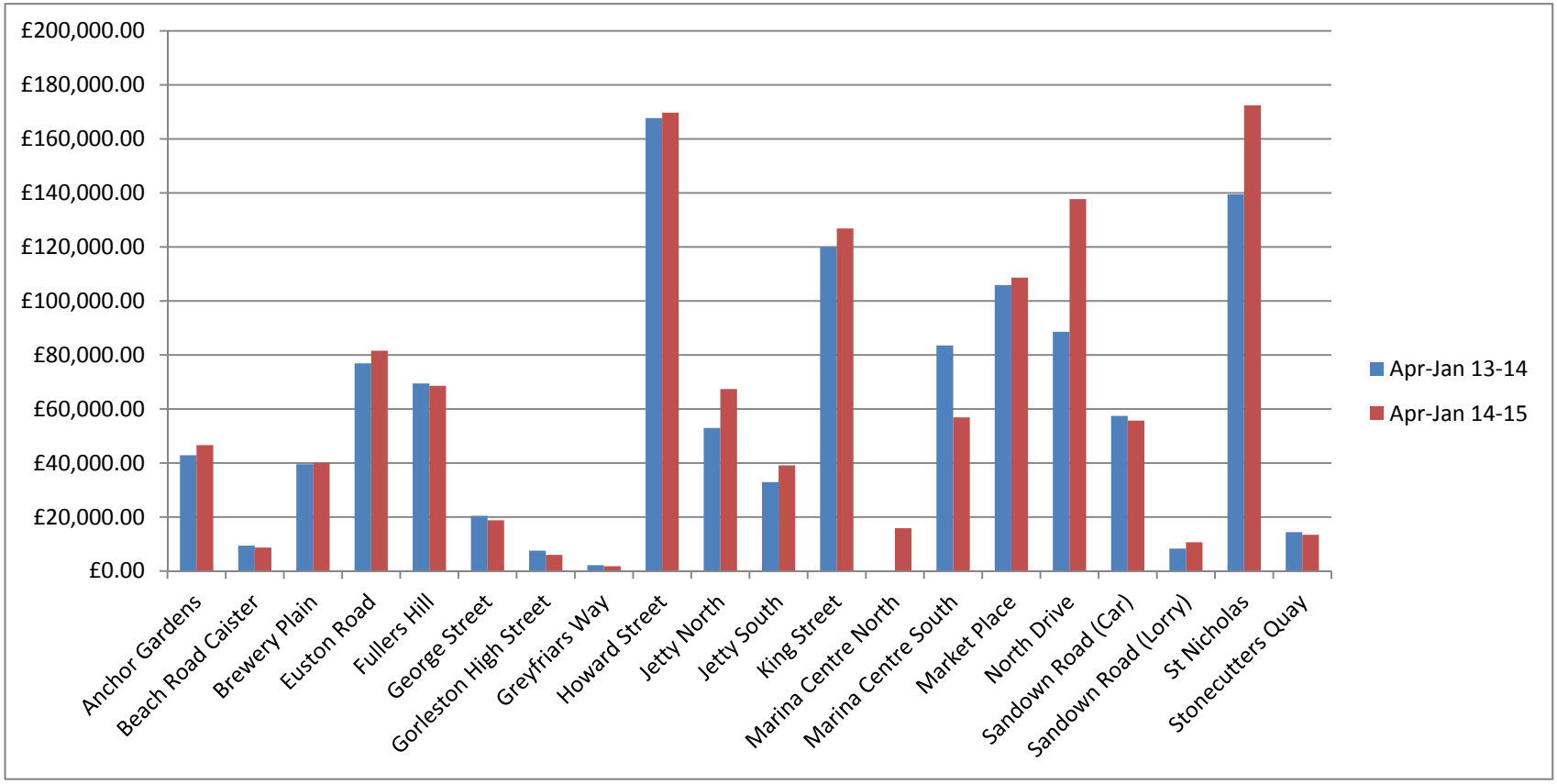


On Street PCNs issued by month



Car Park	Apr-Jan 13-14	Apr-Jan 14-15	Difference
Anchor Gardens	£42,896.50	£46,613.45	9%
Beach Road Caister	£9,380.25	£8,668.88	-8%
Brewery Plain	£39,569.28	£40,042.87	1%
Euston Road	£76,912.72	£81,558.20	6%
Fullers Hill	£69,476.08	£68,560.73	-1%
George Street	£20,407.14	£18,784.58	-8%
Gorleston High Street	£7,520.23	£5,992.42	-20%
Greyfriars Way	£2,157.63	£1,796.67	-17%
Howard Street	£167,713.61	£169,704.55	1%
Jetty North	£53,000.80	£67,399.05	27%
Jetty South	£32,909.69	£39,133.63	19%
King Street	£119,874.39	£126,869.69	6%
Marina Centre North	£0.00	£15,864.33	
Marina Centre South	£83,502.54	£56,873.08	-32%
Market Place	£105,873.14	£108,619.73	3%
North Drive	£88,598.08	£137,690.13	55%
Sandown Road (Car)	£57,413.96	£55,676.55	-3%
Sandown Road (Lorry)	£8,326.03	£10,629.60	28%
St Nicholas	£139,440.04	£172,430.96	24%
Stonecutters Quay	£14,397.34	£13,411.00	-7%
	£1,139,369.46	£1,246,320.08	9%

Car Parks P&D ticket issue



Scanned + sent 27.2.15

Scan & send to Miranda & Penny

Norfolk County Council
at your service

Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

Great Yarmouth Borough Council
Customer Services
26 FEB 2015

Stephen Shepherd
Growth Manager
Strategic Planning, Housing & Regeneration Development,
Great Yarmouth Borough Council,
Town Hall, Hall Plain,
Great Yarmouth, Norfolk,

NCC general enquiries: 0344 800 8020
Textphone: 0344 800 8011

CC: Cllr Mick Castle
Cllr Rex Edgar Parkinson-Hare
Area Manager – East
Travel and Transport Services
Legal Services, FAO Mrs L Page
Land Charges, FAO L Perry

Your Ref:
Date: 23 February 2015

My Ref: 12-95-0 GEN CPE/DW
Tel No.: 01603 223272
Email: david.wilson@norfolk.gov.uk

Dear Mr Shephard

Great Yarmouth Seafront – Pay and Display Parking Spaces, increase of charges

Norfolk County Council is proposing to increase charges for on-street parking during the summer at Great Yarmouth seafront. The proposals that are shown on the attached drawings 12-95-NA-TRO-1a to 3a are intended to respond to increased costs at the adjacent Great Yarmouth Borough Council off-street long-stay car parks and are a requirement of the Norfolk parking principles.

The purpose of this letter is to seek initial views on the proposal and so I would be grateful if you could please complete and return the enclosed pro forma by 06 March 2015. For your convenience I have enclosed a reply slip.

I trust the above information is useful, however, should you wish to further discuss the matter please do not hesitate to contact me on 01603 223272

sincerely

Dave Wilson
Engineer (Network Analysis)
Encl.

www.norfolk.gov.uk
Working with MAY GURNEY Mott MacDonald
INVESTORS IN PEOPLE

Reply Slip

Great Yarmouth Seafront – Pay and Display Parking Spaces, increase of charges

From:

I / We have considered the above proposals and:

am/are in favour / do not object ☐ object ☐ (please tick as appropriate)

Comments:

.....

.....

.....

.....

.....

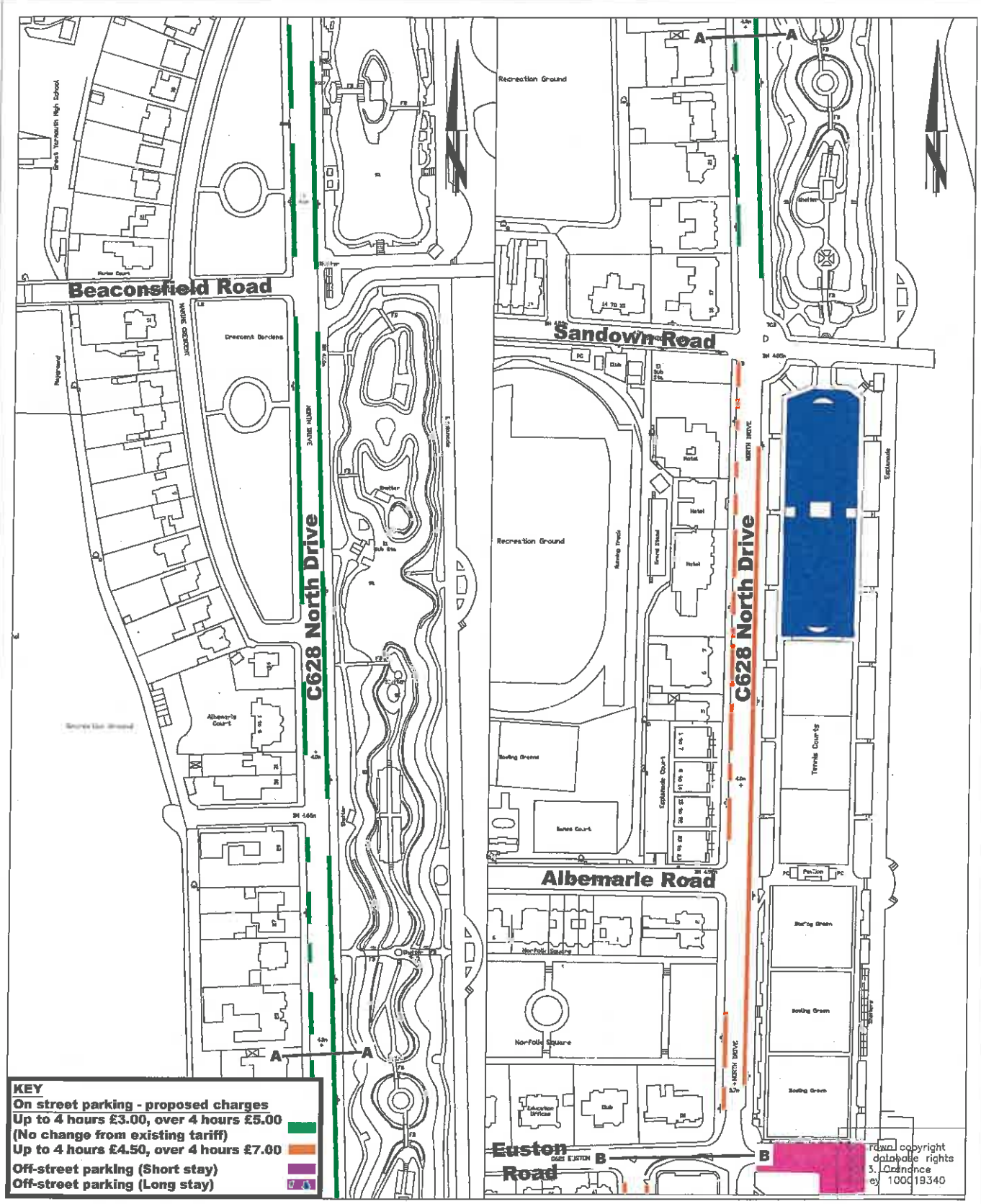
Signed: ..... Dated: .....

Name (please print): .....

Please return by 06 March 2015 to:

Norfolk County Council
Department of Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG
For the attention of D Wilson

Our Ref: **12-95-0 GEN CPE/DW**



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3. Ordnance
ey 100019340

Norfolk County Council
at your service

DRAWING TITLE

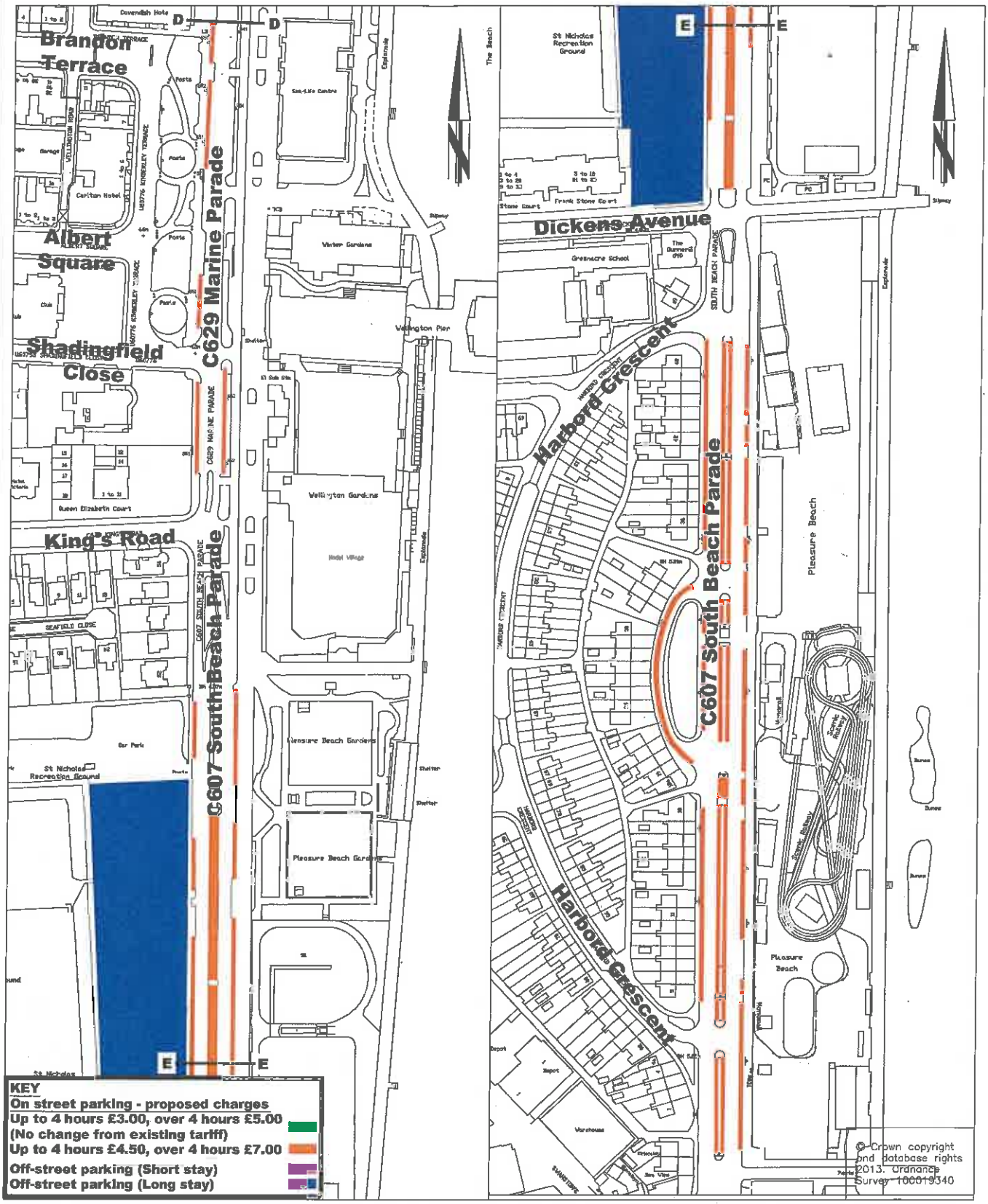
Great Yarmouth Sea Front
Pay & Display Parking Charge Proposal
Drawing 1 of 3

Tom McCabe
Interim Director of Environment,
Transport and Development
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2SG

REV.	DESCRIPTION	CHECKED	DATE

	INIT.	DATE
SURVEYED BY		
DESIGNED BY		
DRAWN BY	DW	Dec 14
CHECKED BY		

DRAWING No. 12-95-0-NA-TRO-1
PROJECT TITLE GY Sea Front On-street Pay & Display Review
SCALE Do not scale
FILE No. 12-95-0



Norfolk County Council
at your service

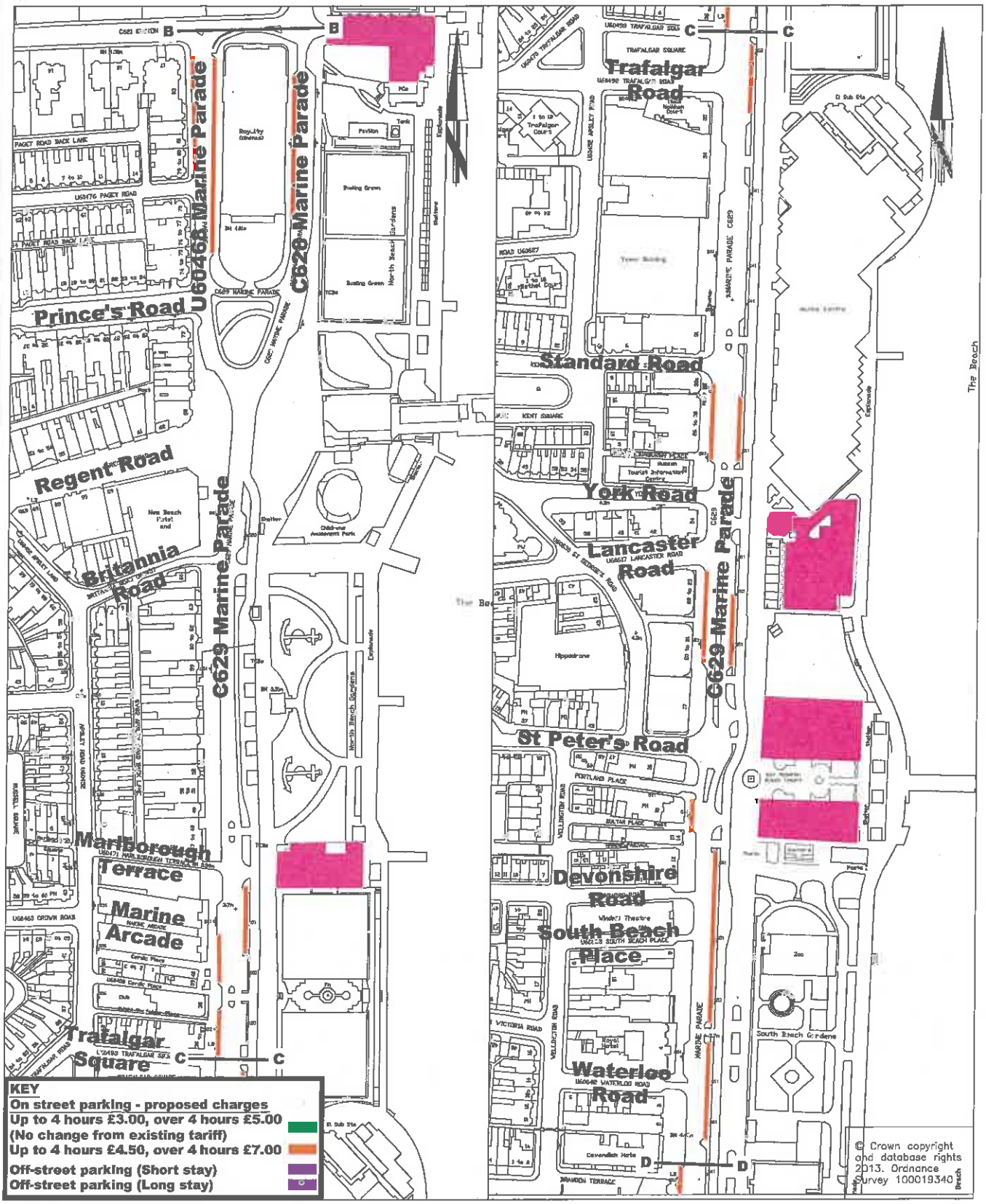
DRAWING TITLE

Great Yarmouth Sea Front
Pay & Display Parking Charge Proposal
Drawing 3 of 3

Tom McCabe
Interim Director of Environment,
Transport and Development
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2SG

REV.	DESCRIPTION	CHECKED	DATE

	INIT.	DATE	
SURVEYED BY			DRAWING No 12-95-0-NA-TRO-3
DESIGNED BY			PROJECT TITLE GY Sea Front On-street Pay & Display Review
DRAWN BY	DW	Dec 14	
CHECKED BY			SCALE Do not scale / FILE No 12-95-0



Norfolk County Council
at your service

DRAWING TITLE

Great Yarmouth Sea Front
Pay & Display Parking Charge Proposal
Drawing 2 of 3

Tom McCabe
Interim Director of Environment, Transport and Development
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2SG

REV	DESCRIPTION	CHECKED	DATE

	INIT	DATE
SURVEYED BY		
DESIGNED BY		
DRAWN BY	DW	Dec 14
CHECKED BY		

DRAWING No 12-95-0-NA-TRO-2
PROJECT TITLE GY Sea Front On-street Pay & Display Review
SCALE Do not scale
FILE No 12-95-0

Subject: Resident Parking Zone A – Visitor Permits
Report to: Car Park Strategy Steering Group – 9th March 2015

Report by: Group Manager - Customer Services

This report seeks to address some of the issues with the current Visitor Permit arrangements for Residents within the Resident Parking Zone A and offers a proposal to replace current arrangements with a scratch card scheme.

1. BACKGROUND

The residents parking bays are operational between 8am and 6pm daily. This includes weekends and bank holidays.

Residents

Any resident of the streets within the area of Zone A is entitled to a permit. Please refer to Appendix A for the map of the Zone A area. Proof of residency and ownership/control of the vehicle is required.

There is currently no limit on number of resident permits registered to a property, providing suitable proof is shown.

Each property number is also entitled to one 'visitor' permit.

Resident Business

For business permits and business visitor permits the limit is 1 x business permit per year and 1 x business visitor permit per year per postal address. In the case that the postal address covers more than one number i.e. 120-121, the road, then the business would be entitled to apply for double the original amount 2 x business permits and 2 x business visitor permits.

Costs of Permits

The following permits are available to buy and the yearly charges are as follows;

- £40.00 for a residents and visitors permit
- £130.00 for a business permit
- £40.00 for a business visitor permit

There are currently 2,200 private and business residencies within the Parking Zone. We currently sell approximately 732 Visitor Permits at £40.00 per permit. This is made up of: Resident Visitor 598 & Business Visitor 134.

Total Income: £29,280 Approximate cost of production: £3,400

2. CURRENT POSITION

The current permits are issued for a 12 month period and residents and businesses are restricted to the number of annual permits allowable.

The take up of visitor permits is low compared to the number of private and business residents through the Parking Zone.

There is some evidence of misuse of the current visitor permits. There have been incidents where permits have been copied and there is some evidence and definitely a wider perception that the permits are being passed on to others residing outside of the Parking Zone for convenience of parking within the Zone.

Unfortunately the issue and type of visitor permits used make enforcement of any potential misuse difficult to establish and prove and this is resource intensive.

3. PROPOSALS

To replace the existing 12 month visitor permits with a scratch card scheme. This proposal provides a more flexible option to purchase batches of scratch cards which are valid for annual period but split into varying numbers of days with varying cost of batches depending on requirements:

For example with effect from 1st April 2015

Days per batch	Cost per batch	Cost per day
Min– 50 days	£10.00	20p
100 days	£20.00	20p
200 days	£34.00	17p
300 days	£45.00	15p
Max- 365 days	£52.00	14p

This proposal offers a flexible approach to how residents and business residents can use the visitor scratch cards. Each card can only be used once for the specific day but the options provide for more than one card to be given to visitors on the same day. For example, a private resident may have a son and daughter visiting at the same time. The resident has the flexibility to be able to issue each with a scratch card which would enable them both to park within the zone on the same day.

The Parking Zone could be split down into three areas each with a different colour scratch card assigned to the applicant. This will assist with the monitoring of use of permits throughout the zone and help target any potential suspicions of misuse, however it is envisaged that with this scheme the benefit of misuse is minimised.

The scheme also gives the opportunity to attract more applicants from within the Parking Zone to purchase visitor permits because they can choose how many days worth of visitor parking they think they may need at affordable costs.

Some sale assumptions can be made under this scheme with promotion of the new daily batches available:

Days per batch	Cost per batch	Cost per day	Potential sales	Potential Income
Min– 50 days	£10.00	20p	250	£2,500
100 days	£20.00	20p	175	£3,500
200 days	£34.00	17p	175	£5,950
300 days	£45.00	15p	175	£7,875
365 days	£52.00	14p	200	£10,400
Total			975	**£30,225**

Cost per scratch card @ 3p each for 200,000 is £5,995.00 – Please refer to Appendix B for a sample of the scratch cards.

Benefits

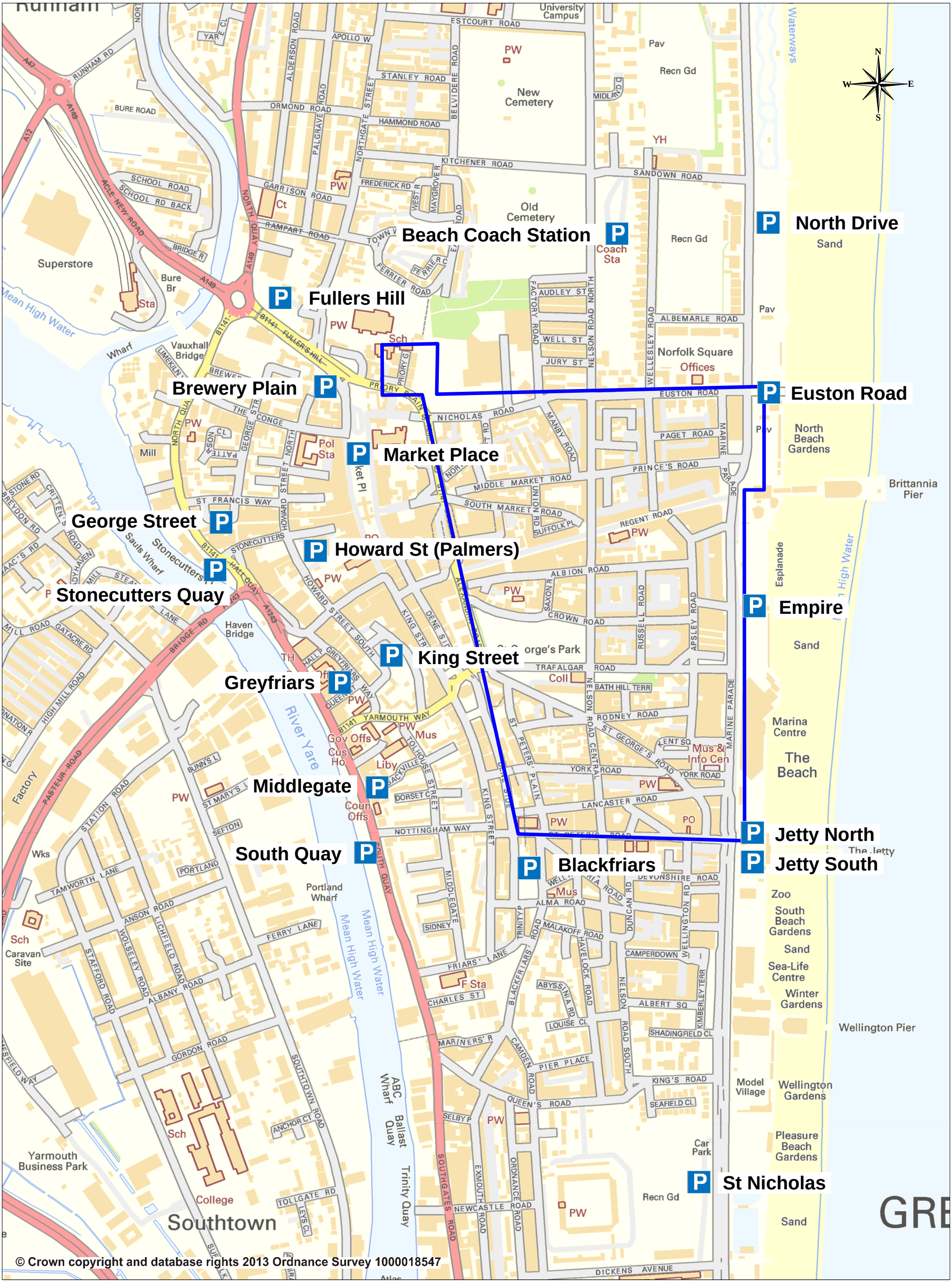
- Option to spread cost over the year
- Flexibility for residents/businesses
- More attractive scheme to increase take up within the zone
- Less prone to fraudulent/misuse, can not be copied
- Easier to inspect and enforce
- No need for replacement permit if card lost
- Reduces threat of theft from vehicles
- Greater scope to survey and identify any potential issues
- Easy to roll out to other possible future schemes
- Option to explore scratch card use for other types of parking
- No need to consult

5. RECOMMENDATIONS

To replace the current visitor permit arrangements with the proposed scratch card scheme.

FINANCIAL IMPLICATIONS: Changes to Fees & Charges		
LEGAL IMPLICATIONS: None		
Does this report raise any legal, financial, sustainability, equality, crime and disorder or human rights issues and, if so, have they been considered?	Issues	
	Legal	None
	Financial	Yes
	Risk	Yes
	Sustainability	No
	Equality	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No

Great Yarmouth Borough Council Car Parks



GREAT YARMOUTH BOROUGH COUNCIL

Strategic Planning, Housing and Regeneration Development
Town Hall, Hall Plain
Great Yarmouth, Norfolk, NR30 2QF
Customer Contact Centre Tel: (01493) 856100
Email: plan@great-yarmouth.gov.uk
Web: www.great-yarmouth.gov.uk

Drawn by:	
Checked by:	
Drawing No:	
Date: 16:09:13	Scale@ A3: 1:6500

GREAT YARMOUTH BOROUGH COUNCIL

Residents Parking Scheme

VISITOR PARKING 1 DAY

VALID 8am - 6pm

REGISTRATION No.

ZONE A

DATE

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	000001			

MONTH

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

YEAR

2015	2016	2017	2018	2019

This parking permit must be correctly validated and displayed as shown on the reverse.
Failure to comply is a parking offence

GREAT YARMOUTH BOROUGH COUNCIL

Residents Parking Scheme

VISITOR PARKING 1 DAY

VALID 8am - 6pm

REGISTRATION No.

ZONE A

DATE

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	000002			

MONTH

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

YEAR

2015	2016	2017	2018	2019

This parking permit must be correctly validated and displayed as shown on the reverse.
Failure to comply is a parking offence

GREAT YARMOUTH BOROUGH COUNCIL

Residents Parking Scheme

VISITOR PARKING 1 DAY

VALID 8am - 6pm

REGISTRATION No.

ZONE A

DATE

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	000003			

MONTH

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

YEAR

2015	2016	2017	2018	2019

This parking permit must be correctly validated and displayed as shown on the reverse.
Failure to comply is a parking offence

GREAT YARMOUTH BOROUGH COUNCIL

Residents Parking Scheme

VISITOR PARKING 1 DAY

VALID 8am - 6pm

REGISTRATION No.

ZONE A

DATE

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	000004			

MONTH

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

YEAR

2015	2016	2017	2018	2019

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GREAT YARMOUTH BOROUGH COUNCIL

Residents Parking Scheme

VISITOR PARKING 1 DAY

VALID 8am - 6pm

REGISTRATION No.

ZONE A

DATE

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	000005			

MONTH

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

YEAR

2015	2016	2017	2018	2019

This parking permit must be correctly validated and displayed as shown on the reverse.
Failure to comply is a parking offence

Norfolk County Council
at your service

Norfolk County Council & District Councils
Norfolk Parking Partnership Joint Committee

Date:	**Thursday 19 February 2015**
Time:	**10.30am**
Venue:	**Edwards Room** **County Hall** **Martineau Lane** **Norwich**

Membership

County Councillors

Mr M Castle

District Councillors

Mr Keith Kiddie	South Norfolk District Council
Mr D Pope	Kings Lynn & West Norfolk District Council
Mr M T Jeal	Great Yarmouth Borough Council

Substitute

Mr G Plant	Great Yarmouth Borough Council
Awaiting Appointment	Kings Lynn & West Norfolk District Council
Mr A White	Norfolk County Council

Non-Voting District Council Representatives

Mr M Stonard	Norwich City Council
Mr M Kiddle-Morris	Breckland District Council
Mr R Oliver	North Norfolk District Council
Awaiting appointment	Broadland Council

For further details and general enquiries about this Agenda please contact Nicola LeDain, Committee Officer on:
01603 223053 or email committees@norfolk.gov.uk

A G E N D A

1. Apologies for Absence

2. Minutes **(Page 4)**

To receive the minutes of the meeting held on 25 September 2014.

3. 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:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Items of Urgent Business

5. Review of Financial Model for Civil Parking Enforcement **(Page 8)**

Report by the Executive Director of Community and Environmental Services

6. Roydon: Roydon Primary School Clearway Petition **(Page 15)**

Report by the Executive Director of Community and Environmental Services

7. Date of the next meeting
19 March 2015

Agenda published: 11 February 2015

Chris Walton
Head of Democratic Service
Norfolk County Council
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

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

Minutes of the Meeting Held on Thursday 25 September 2014 at 10am

Present:

Mr Mick Castle (Chairman)	Norfolk County Council
Mr Graham Plant	Great Yarmouth Borough Council
Mr David Pope	King's Lynn & West Norfolk Borough Council
Mr Keith Kiddie	South Norfolk District Council

Officers Present:

Mr Martin Chisholm	Borough Council of King's Lynn & West Norfolk
Mr Paul Durrant	Breckland District Council
Mr Tim Durrell	South Norfolk Council
Mr Tim Edmunds	Norfolk County Council
Ms Miranda Lee	Great Yarmouth Borough Council
Mr Rob Mills	Norfolk County Council

1. Election of Chairman

Mr M Castle was duly elected Chairman for the ensuing year.

2. Election of Vice Chairman

Mr D Pope was elected Vice Chairman for the ensuing year.

3. Apologies

Apologies for absence were received from Mr M Jeal, Mr M Kiddle-Morris, Mr M Stonnard and Mr R Oliver.

4. Minutes

The minutes of the meeting held on 20 September 2013 were agreed by the Joint Committee and signed by the Chairman as a correct record of the meeting.

5. Declarations of Interests

There were no declarations of interest.

6. Items of Urgent Business

There were no items of urgent business to consider.

7. Annual Report 2013/14

7.1 The Joint Committee received the annexed report (item 7) from the Interim Director of Environment, Transport and Development. The report provided the Annual Report for the second full financial year of operation of CPE in Norfolk and asked Members to approve the financial and statistical returns required by the Government. The report proposed that the funding previously approved by the County Council to develop CPE, together with the surplus that occurred in 2013/14, should be used to deliver a forward work programme to improve the long-term financial sustainability of the scheme and to help the County Council meet its responsibilities to manage traffic on its local road network.

7.2 During discussion, the following key points were made:

- Consultations in King's Lynn regarding parking enforcements had progressed smoothly, and the parking controls were being introduced shortly.
- There were some perennial issues concerning school parking which would need the Committees attention at a future meeting.
- The Committee noted that it appeared there was no strategy in place to show when delivery of most of the forward programme would be achieved and Officers were asked for a timescale of progress achieved so far and for the next five years.
- Although the enforcement programme is cost-neutral, some Members felt that the majority of the investment was generated by the chargeable visitor parking in Great Yarmouth. The expense should be shared between all districts of the County. Development of further on-street parking schemes were in progress with King's Lynn to permit parking and pay and display parking, investigating Cromer, Sheringham and north Norfolk in general.
- Surplus income which was generated from the parking charges in Great Yarmouth should be shared between County Council and Great Yarmouth Borough Council. It was noted that any surplus should be devolved to relevant Councils in a proportionate way.

7.3 **RESOLVED**

- That the Annual Report be noted.
- That the financial and statistical returns for the operation of CPE in Norfolk (excluding Norwich City) for 201/14, that were set out in paragraphs 2.2 of the report and also at Appendix 1, should be submitted to the Government as required.
- That the scope and nature of the Joint Committee's Forward Work Programme be agreed as set out in the report, including the transfer of the operational financial surplus from on-street parking in 2013/14, to deliver the Forward Work Programme and to improve the long-term financial sustainability of the CPE in

Norfolk.

- To ask Officers to produce a timescale of progress achieved so far and for the next five years, and bring back to the Committee.

8. Financial Performance 2013/14

8.1 The Joint Committee received the annexed report (item 8) by the Interim Director of Environment, Transport and Development. The report set out the overall performance of the Norfolk Parking Partnership in 2013/2014, and highlighted details for each partner.

8.2 **RESOLVED**

- To accept the figures set out in the report as a true and accurate record of performance for the period 1st April 2013 – 31st March 2014.

9. Revisions to Civil Parking Enforcement Business Plan

9.1 The Committee received the annexed report (item 9) by the Interim Director of Environment, Transport and Development. The report highlighted that the current Business Case for Civil Parking Enforcement was written for the launch of the scheme in November 2011. It needed to be updated to take into account recent performance and ensure it was still relevant, and the costs incurred through running the scheme are covered by the income generated.

9.2 During the discussion, the following points were made

- A proposed model for a NPP wide back office would be developed and brought to a future meeting.
- While all the county is policed in the same way, designers need to evaluate what type of system would be appropriate for that specific location when investigating parking issues, eg residents parking permits, pay and display machines, restricted zones.
- A car parking working group is being set up in Great Yarmouth to review on and off-street parking-and appropriate charges for Great Yarmouth. It was noted that Officers would support working groups relevant to NPP as a whole.

9.3 **RESOLVED**

- To review the Business Plan with all partners and update where possible, and bring back to the Committee for approval.
- That there could be a need for an extra meeting in February 2015 to review the business model or service level agreement.

10. Date of the next meeting

10.1 The next scheduled meeting would take place on 19 March 2015.

The meeting concluded at 10:55am.

CHAIRMAN

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Norfolk Parking Partnership Joint Committee

Item No. 5.

Report title:	**Review of Financial Model for Civil Parking Enforcement**
Date of meeting:	**19th February 2015**
Responsible Chief Officer:	**Tom McCabe**

Strategic impact

This report reviews the Financial Model developed for Civil Parking Enforcement before the scheme went live in November 2011 to ensure it is still valid and not exposing any of the partner authorities to financial risk.

Executive summary

The Business Case for Civil Parking Enforcement was written before the scheme went live on 7th November 2011. In its current form, the scheme is not sustainable unless it continues to be subsidised by the Pay & Display and Residents Permit schemes in Great Yarmouth.

Recommendations: Review and consider the Business Case and agree work within the Partnership to ensure sustainability of the scheme in future years.

1. Proposal (or options)

We propose to continue monitoring the financial performance of the Civil Parking Enforcement scheme, using the figures as set out in section 3 as the baseline for comparison in 2015/16. We assume that all roles in the scheme will be filled, each officer will issue one Penalty Charge Notice (PCN) per hour and 75% of these will be paid. However, to ensure sustainability of the scheme and avoid exposing any of the Partner authorities to financial risk, we propose working with the partners to review the model and identify any improvements that can be made to reduce and cover costs, or increase revenue in 2016/17 and beyond.

2. Evidence

The Norfolk Parking Partnership began operations on the 7th November 2011. Since that date the financial performance has significantly differed from the projection, as per the table below (no data post 2013/14 is used as that is the last full year available, and part year figures for 2014/15 would not give the full picture):

	2011/12 £	**2012/13 £**	**2013/14 £**	**Total £**
Business Plan – Surplus / (Deficit)	(6,975)	138,522	124,397	255,944
Actual– Surplus / (Deficit)	46,419	214,382	33,649	294,450
Difference	**53,394**	**75,860**	**(90,748)**	**38,506**

There are a number of reasons for this. Firstly, the original plan did not include any provision to replace capital equipment and a contribution to this has now been created. The contribution to Highways Maintenance to fund replacement of signs and road markings increased by £50k to £100k. There is funding within the model for a Parking Manager which has not been appointed to. Operational savings have been delivered through control of costs and a number of vacancies across the county. Finally, the number of Penalty Charge Notices issued and paid has been considerably lower than planned. Given all these factors, it was agreed it would be prudent to review the Business Case to ensure that the Partnership still delivered value for money and was not exposing Norfolk County Council or any of the partners to financial risk.

We have reviewed the original Business Case and updated both income and expenditure for Civil Parking Enforcement, Great Yarmouth Pay & Display, and Great Yarmouth Residents Permit Scheme. This is laid out in the table below:

	2015/16 £	**2016/17 £**	**2017/18 £**
Civil Parking Enforcement Costs	1,127,482	1,150,032	1,173,033
PCN Income	940,419	940,419	940,419
CPE Surplus / (Deficit)	**(187,063)**	**(209,613)**	**(232,614)**
Great Yarmouth Pay & Display Costs	77,500	79,050	80,631
Great Yarmouth Pay & Display Income	350,000	357,000	364,140
Great Yarmouth Pay & Display Surplus / (Deficit)	**272,500**	**277,950**	**283,509**
Great Yarmouth Residents Permit Scheme Costs	11,040	11,261	11,486
Great Yarmouth Residents Permit Scheme Income	65,170	66,473	67,803
Great Yarmouth Residents Permit Scheme Surplus / (Deficit)	**54,130**	**55,212**	**56,317**
Overall Surplus / (Deficit)	**139,567**	**123,549**	**107,212**

The breakdown of these figures is given in Appendices A to D of this report. These figures are based on full recruitment to the staffing structure. If this is not achieved then it is likely that costs will be lower but this will be offset by a corresponding fall in the number of Penalty Charge Notices issued. Civil Parking Enforcement itself currently runs at a deficit but is subsidised by the Great Yarmouth Pay and Display and Residents Permit Scheme surpluses.

We have updated all costs and included a £30k contribution to the Blue Badge unit to cover the cost of enforcing the scheme, and the £45k contribution to Capital Equipment Replacement funding. We have assumed costs will increase by 2% in 2016/17 and beyond.

The most unpredictable element of the plan is the number of Penalty Charge Notices issued. In 2012/13 it totalled 22,631 but in 2013/14 was 37,663. We have therefore used the 25,269 PCNs suggested by the model, at an issue rate of 1 per hour per Full Time Equivalent across all districts for 2015/16, with a recovery rate of 75%.

The original Business Case was written on the basis that the scheme would be extended and enforce additional controlled parking areas as they were rolled out. This

would have allowed additional revenue to be generated and moved the Civil Parking Enforcement element back to a breakeven position. As these additions to the scheme have not occurred, it means costs increase each year but the revenue generated remains static.

We propose a series of reviews across the districts in 2015 to identify improvements and move Civil Parking Enforcement back to a break even position. We will use this analysis to inform the Business Case for 2016/17 and beyond. However, it is likely that if additional schemes are not rolled out, then delivery of Civil Parking Enforcement in Norfolk will not be financially sustainable and we will have to consider alternative ways for this service to be delivered.

3. Financial Implications

The aim for Civil Parking Enforcement is for the costs involved to be covered partly by the income generated from it, and the remainder from Pay & Display and Residents Permit Schemes in Great Yarmouth. Without these additional income streams the scheme would not be sustainable.

There is no direct impact on Norfolk County Council budgets, unless the receipts fail to cover the costs. These costs would then need to be covered by the partners.

4. Issues, risks and innovation

The main risk to this report is failure to agree a plan to close the deficit in future years.

5. Background

The Norfolk Parking Partnership is hosted by Norfolk County Council and enforcement provided by Great Yarmouth Borough Council, King's Lynn and West Norfolk Borough Council (who also provide the service on behalf of Breckland District Council, Broadland District Council and North Norfolk District Council), and South Norfolk District Council.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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

Officer Name:	**Tel No:**	**Email address**:
Robert Ginn	01603 223182	robert.ginn@norfolk.gov.uk

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Appendix A - Civil Parking Enforcement Income Predictions

	Annual PCNs	Paid PCNs	Annual Income £
King's Lynn & West Norfolk	6,592	4,944	244,848
Great Yarmouth	10,584	7,938	386,694
North Norfolk	2,774	2,081	96,220
South Norfolk	1,319	989	52,712
Broadland	1,333	1,000	53,282
Breckland	2,668	2,001	106,663
	25,270	**18,953**	**940,419**

Notes

1. Annual Income based on 75% recovery rate

Appendix B - Civil Parking Enforcement Expenditure Predictions

	2015/16	2016/17	2017/18
	£	£	£
Annual Operating Costs - Parking Enforcement	699,783	713,779	728,054
Annual Operating Costs - Central Processing Unit	188,284	192,050	195,891
PCN Payments Charges	9,085	9,267	9,452
Parking Department (County) - Annual Operating Costs	53,330	54,397	55,485
Contribution to Blue Badge Unit	30,000	30,600	31,212
Signs and Road Markings Maintenance	102,000	104,040	106,121
Capital Equipment Replacement	45,000	45,900	46,818
Total	**1,127,482**	**1,150,033**	**1,173,032**

Notes

1. Annual Operating Costs - Parking Enforcement cover the costs of staffing, travel and equipment
2. Annual Operating Costs - Central Processing Unit covers the back office and administration functions

3. PCN Payments Charges - utilising existing 'over the counter' facilities within the districts
4. Based on top of scale L with oncosts, increasing by 2% per year
5. Blue Badge Unit - contribution to cover enforcement costs
6. Signs and Road Markings Maintenance - ensuring that the correct signs and lines are in place for enforcement
7. Capital Equipment Replacement - a fund is being created to allow replacement of equipment on an ongoing basis

Appendix C - Great Yarmouth Pay & Display Machines

	2015/16	2016/17	2017/18
	£	£	£
Income	350,000	357,000	364,140
Costs - Cash Collection	31,000	31,620	32,252
Costs - Daily Management	25,830	26,347	26,874
Costs - Machine Maintenance	20,670	21,083	21,505
Surplus	**272,500**	**277,950**	**283,509**

Notes

1. Income based on the average of 2012/13 to 2014/15, increasing by 2% per year
2. Costs expected to increase by 2% per year

Appendix D - Great Yarmouth Residents Parking Scheme

	2015/16	2016/17	2017/18
	£	£	£
Residents	18,360	18,727	19,102
Residents - Visitor	29,920	30,518	31,129
Residents - Trader	3,080	3,142	3,204
Business	7,410	7,558	7,709
Business - Visitor	6,400	6,528	6,659
Total Income	**65,170**	**66,473**	**67,803**

	2015/16	2016/17	2017/18
	£	£	£
Residents Parking Scheme Income	65,170	66,473	67,803
Residents Parking Scheme Expenditure	11,040	11,261	11,486
Surplus / (Deficit)	**54,130**	**55,213**	**56,317**

Notes

1. Issues data provided by GYBC
2. Business Permit £140 per annum, remainder £40
3. Costs taken from original Business Case, uplifted by 2% per year

4. Income and expenditure assumed to increase by 2% per year

Norfolk Parking Partnership Joint Committee

Item No. 6.

Report title:	**Roydon: Roydon Primary School Clearway Petition**
Date of meeting:	**19 February 2015**
Responsible Chief Officer:	**Tom McCabe**

Strategic impact

A petition has been received regarding parking for Roydon Primary School in South Norfolk specifically requesting the introduction of a School Keep Clear traffic regulation order to allow the existing markings to be enforced in their own right. However, it is considered that would not alter the effective enforcement of this section of road and it is recommended not to introduce the order.

Executive summary

A petition has been received regarding parking for Roydon Primary School at school start and end times. There is general concern about the way in which parents park in roads around the school, but in particular about vehicles stopping on the School Keep Clear markings. These are intended to allow children clear sightlines of passing traffic and make it easier for passing drivers to see the school pupils.

At the moment the School Keep Clear markings are only advisory, but in this case they are backed by double yellow line waiting restrictions. If Civil Enforcement Officers are on site they can immediately advise drivers to move off the Keep Clear markings. Whilst it would be possible for a Civil Enforcement Officer to place a Penalty Charge Notice on a vehicle where the driver refuses to move on, this is likely to be a rare occurrence. Therefore materially, local residents and businesses with the parents would see no obvious change in enforcement around the school entrances should an order be made and signed.

Recommendations:

That this Committee notes the petition and agree that a School Clearway order should not be introduced as it would not effectively alter the enforcement of parking outside Roydon Primary School.

1. Proposal (or options)

1.1. A petition has been received concerning parking outside Roydon Primary School in Manor Road, Roydon, South Norfolk. It was organized by a parent and contained 241 signatures. It was handed in to Norfolk Constabulary at Diss and has been forwarded to the County Council via South Norfolk District Council arriving on 1 August 2014.

1.2. It requests that the currently advisory School Keep Clear zig-zag marking outside the school entrance in Manor Road is backed by a School Keep Clear traffic regulation order which allows the markings to be enforced in their own

right. However these markings currently have double yellow line no waiting restrictions running through them and therefore an additional order would not alter the effective enforcement of this section of road.

1.3. Therefore it is considered an additional order should not be pursued at this location and the petition organizer informed of the decision.

2. Evidence

2.1. Parking is an issue which affects roads around many schools throughout the county. Parents stop on School Keep Clear markings to drop off or pick up children. Some park adjacent to the markings for periods some time before the end of the school day to be as close to the school entrance as possible. In many cases they park in a way which disrupts life for local residents.

2.2. A petition has been received concerning parking outside Roydon Primary School in Manor Road, South Norfolk. It was organized by a parent and contained 241 signatures. It was handed in to Norfolk Constabulary at Diss and has been forwarded to the County Council via South Norfolk District Council arriving on 1 August 2014. The petition was to be brought to your committee on 25 September 2014, but it was not possible to carry out the background work in time.

2.3. Outside Roydon Primary School at-any-time waiting restrictions (double yellow lines), including at the back of the Keep Clear markings, have been introduced because the free movement of traffic is impeded. Enforcement of these lines has to be prioritized with other requests across the enforcement area and South Norfolk District Council civil enforcement officers (CEOs) cannot attend every day.

2.4. The existing enforcement regime for schools at start time and the end of the school day is laid out in the NPP Civil Parking Enforcement Guidance Manual (July 2012). CEOs will observe vehicles parked on single yellow lines or in parking bays adjacent to schools. If these vehicles are not causing an obstruction, the CEO will allow 10 minutes observation before issuing a PCN. At other times and locations it is 5 minutes for a private vehicle and 10 minutes for a commercial vehicle.

2.5. This concession does not apply to vehicles parked on double yellow lines, such as those in Roydon, School Keep Clear zigzag markings, or where loading restrictions are in force. However, even here the first action of a CEO would be to advise the driver they may not stop there. Only if the driver rejects this approach or the vehicle has been left unattended would a PCN be issued.

2.6. The extended observation time on single yellow lines and parking bays only applies during the time of day when children are picked up and dropped off. It was introduced because it was understood that Norfolk is a largely rural county where the car is the only viable mode of transport available for medium and long distance journeys and drivers must have somewhere to drop off or pick up passengers. Even so, vehicles must not cause an obstruction, inconvenience or danger to other road users, including pedestrians and cyclists.

2.7. Introducing a clearway order for the markings at Roydon Primary School would not give CEOs a greater ability to deal with those who stop on the school keep clear markings than they have now. The first action of a CEO would be to

advise the driver that they are committing an offence.

2.8. School traffic problems are best addressed through school newsletters when parents are minded to drive safely, park properly and have respect for residents in the neighbourhood. The council's Casualty Reduction (Education and Development) team can advise the school on the best way to carry out such actions.

2.9. The Member for Diss and Roydon, Councillor Jennifer Chamberlin, agrees with the recommendation of this report. She would like it made clear that the message should go out that double yellows lines and School Keep zig-zag markings mean you should not stop on them. She would also like there to be a review of the 10 minutes observation period given for other forms of restriction.

2.10. The Department for Transport consulted in May 2014 on revisions to the Traffic Signs Regulations which may allow School Keep Clear markings to be introduced without the need for a traffic regulation order or signing. In the government's response in November to the submissions it said the consultation raised a number of significant issues on this matter. Ministers are giving further consideration to these responses to ensure that their decision is both informed and appropriate.

3. Financial Implications

3.1. None.

4. Issues, risks and innovation

4.1. No additional issues.

5. Background

5.1. Copy of petition: 20140801 Scan of petition.pdf

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : **Rob Mills** **Tel No. :** **01603 223930**

Email address : **rob.mills@norfolk.gov.uk**

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APPENDIX A

Mr T Edmunds
Network Manager
Highways and Transport
Norfolk County Council
Martineau Lane
Norwich NR1 2DH

Environment, Transport & Development Department
Highways received
01 AUG 2014
FAO Rob Mills
File
PEM Ref

Swan Lane
Long Stratton
NORWICH
NR15 2XE

Tel 01508 533711
Fax 01508 533626
tdurell@s-norfolk.gov.uk

Our ref TGD-07-30-Petition

30 July 2014

As acknowledge and feed into CPE FWP. plus NCC petitions procedure. 5/8/14

Dear Tim

Parking Petition – request for School Clearway Order, Roydon Primary School

The Council has received the enclosed petition and a letter from Norfolk Constabulary Diss Safer Neighbourhood Team requesting the introduction of a School Clearway Order.

As you will recall that at past meetings of the NPP Joint Committee, we have asked for the selective introduction of such Orders, and this is one of the schools in South Norfolk that has regularly posed a challenge for both us and the Police. I feel that there continues to be a need to consider making School Clearway Orders at known hot spots within the county; this being one of them. I would therefore be grateful if this topic and request could be placed on the agenda of the next Joint Committee meeting.

With regard to the petition I have written to Tracey Allen who I believe organised the petition and to the Police, to inform them that their request has been forwarded to the County Council. Please see enclosed letters.

Yours sincerely,

[redacted]

Tim Durell
Food and Health and Safety Manager

cc. Andy Jarvis
Director Environment & Housing
Cllr. Keith Kiddie
Cllr. David Goldson

DX 130080 Long Stratton 2
Textphone 01508 533622
Emergency out of hours service 01508 533633
Freephone 0808 168 4444 (Environmental Services)

Copy

PCSO Gary Ponting
Norfolk Constabulary
Diss Police Station
Stanley Road
Diss
Norfolk IP22 4BP

Swan Lane
Long Stratton
NORWICH
NR15 2XE

Tel 01508 533711
Fax 01508 533626
tdurell@s-norfolk.gov.uk

Our ref TGD-07-30b-Petition

30 July 2014

Dear Gary

Parking Petition – request for School Clearway Order, Roydon Primary School

Thank you for your correspondence which was enclosed with a petition requesting the introduction of a School Clearway Order at Roydon Primary School.

I have forwarded the petition to Norfolk County Council as it is the responsible authority for the consideration and introduction of the requested order. I have also asked that the topic of the selective introduction of such Orders is placed on the agenda of the next meeting of the Norfolk Parking Partnership.

Yours sincerely,

Tim Durell
Food and Health and Safety Manager

cc. Andy Jarvis
Director Environment & Housing
Cllr. Keith Kiddie
Cllr. David Goldson

Copy

South Norfolk COUNCIL

Ms T Allen
14 St Marys Drive
Diss
Norfolk IP22 4PT

Swan Lane
Long Stratton
NORWICH
NR15 2XE

Tel 01508 533711
Fax 01508 533626
tdurell@s-norfolk.gov.uk

Our ref TGD-07-30a-Petition

30 July 2014

Dear Ms Allen

Parking Petition – request for School Clearway Order, Roydon Primary School

Thank you for your correspondence and the petition requesting the introduction of a School Clearway Order.

I have forwarded the petition to Norfolk County Council as it is the responsible authority for the consideration and introduction of the requested order. I have also asked that the topic of the selective introduction of such Orders is placed on the agenda of the next meeting of the Norfolk Parking Partnership.

Yours sincerely,

[redacted]

Tim Durell
Food and Health and Safety Manager

cc. Andy Jarvis
Director Environment & Housing
Cllr. Keith Kiddie
Cllr. David Goldson

Tracy Allen

14 St Marys Drive

Diss

Norfolk

IP22 4PT

14th July 2014

Tim Durrell,

Please find enclosed a petition and other information regarding an application for a clearway order for Roydon Primary School, Including a letter from the police.

Tracy Allen [redacted]

Parent from Roydon Primary school

I have today been to visit the residents surrounding Roydon Primary School to request their support in the form signing the petition enclosed, I would like to take the opportunity to share with you some of their concerns and reasons for previous complaints made to the school.

Residents have spoken of the common problem with parents parking and blocking driveways although they are not parked for long it's a massive inconvenience to the residents who do need to leave or return home at that time, because of the inconsiderate parking there is not even anywhere for the residents to sit and wait for the culprits to return and move so they can access their own properties, other than in the middle of the road.

Some residents spoke of numerous occasions people have actually parked in their drive, private property. One lady is now too scared to approach parents and ask them to move so she can either leave or return due to the fact she has been verbally abused by a mother in the past.

Another lady mentioned damaged actually caused to her property including her driveway and garden and no action was taken.

Another young lady spoke of an occasion when a car parked, then leaving her drive refused to move making this young, disabled resident with children reverse right back to the main road having nowhere to turn because of the other illegally or dangerously parked vehicles.

Speeding has also been a concern which could also be thought about in the form of speed restrictions/bumps etc.

For me one of the most upsetting was to hear that a residents husband needed an ambulance to attend their home for his heart, this ambulance arrived with difficulty getting into the road and then not being able to get to the drive of their home, again due to parents parking and blocking the drive, the man was taken from his home and wheeled in a stretcher down his drive to the middle of the road where the ambulance had parked which was approximately 40 feet away from their home.

News letters are frequently sent out from the school to the parents they very frequently remind us of the dangerous parking that goes on, the consideration we should have for our neighbours and safety of our children this is obviously ignored by so many. We are also reminded of the ample parking that we do have and that the village hall is open early enough and that we are able to use it, people are just purely lazy.

ACTUAL ACTION needs to be taken against these selfish parents and issue fines once a few people have been fined word of mouth will eventually stop this madness at school time.

Numerous complaints are made by residents to the school which obviously the school cannot do any more than they do now as they do not have the authority, Police presence and that of the parking officer from the council is ok as a one off but people are only too aware that they can only verbally advise them to move and they will still park irresponsibly the following day.

A SCHOOL CLEARWAY ORDER IS DESPERATELY NEEDED BEFORE SOMEONE IS SERIOUSLY INJURED OR WORSE.

NORFOLK CONSTABULARY
Our Priority is You

SUFFOLK CONSTABULARY
Taking pride in keeping Suffolk safe

Date: 06/07/2014

To:
Tim Durrell
South Norfolk Council
Swan Lane
Long Stratton, Norfolk
NR15 2XE

C/o:
Tracy Allen
14 St. Mary's Drive,
Diss, Norfolk,
IP22 4PT

Norfolk & Suffolk

PCSO Gary PONTING 8622
Norfolk Constabulary
Diss Police Station
Stanley Road,
Diss, Norfolk.
IP22 4BP

Tel: Non Emergency 101

Email: sntdiss@norfolk.pnn.police.uk

www.norfolk.police.uk
Non-Emergency Tel: 101

www.suffolk.police.uk
Non-Emergency Tel: 101

Dear Tim,

My name is Gary Ponting. I am a PCSO posted at Diss Police Station.

I was approached by Tracy Allen whilst on duty at Diss Police Station. Mrs Allen asked if she could leave a petition in our public enquiry office here at Diss station. The petition related to an application for a 'School Clearway Order' to be enforced on the road outside Roydon School, Diss. Regrettably I had to inform Mrs Allen that she would not be able to leave the petition at the station as Norfolk Police have a duty to remain impartial. However, I was able to sympathize with Mrs Allen's concerns over the safety of the children and parents who attend the school.

I have since liaised with my Inspector, Jason Broome, and he felt that it was appropriate to send you this letter and make you aware of observations that have been made by Diss officers regarding parking/traffic issues on Manor Road outside the school.

I personally have attended the school on a number of occasions in the last 10 months to deliver presentations to the students. Insp. Broome attended with me on 5th February 2014 and the Head teacher, Mrs. Bradford, expressed her concerns to the Inspector at this time. Insp. Broome and I returned to the school that afternoon to patrol Manor road at school finishing time and we did give words of advice to the drivers of two vehicles who had parked on a double yellow line and close to a junction.

I made an extra effort to patrol the road at school start/finish times throughout February and in doing so witnessed many instances of dangerous parking on Manor road including; parking on double yellow lines, parking within 10m of the Manor drive junction and even stopping/parking on the yellow zigzags outside the school.

In my professional opinion this kind of parking is dangerous as other drivers have to negotiate these static vehicles with reduced visibility which distracts them from more important hazards – namely the children and parents (not forgetting the lollipop lady) who are trying to cross the road safely.

Although a having a uniformed officer patrolling the area works well to deter this activity, Norfolk Constabulary is clearly not able to provide this resource on every school day. Norfolk police officers are not authorized to issue FPNs for parking offences, so offenders quickly forget the words of advice and fall back into their bad habits.

We will answer letters within 10 working days, where information is available.
Where this is not possible, an explanation will be given for any delay.

I understand that if Manor road (outside the school) was to be made a school clearway, NCC's CEOs would be able to give drivers who stop on the zigzags a ticket. This could be a longer lasting deterrent for offenders who would otherwise return to their habits.

Norfolk Constabulary receives many calls every day related to parking offences but as parking has been de-criminalised in Norfolk, police have no powers to deal with offenders.

I hope this information is helpful to you in making a decision on the feasibility of enforcing the clearway order.

Please do not hesitate to contact me if you think I can help you any further.

Yours sincerely,

PCSO 8622 Gary Ponting.

Kind Regards
PCSO 8622 Gary Ponting
Diss Safer Neighbourhood Team
Norfolk Constabulary
Stanley Road
Diss, Norfolk, IP22 4BP
Tel: 01842 222776 Fax: 01842 222760
www.norfolk.police.uk

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Where this is not possible, an explanation will be given for any delay.

13.5.14

PARKING PETITION

Please help and sign our petition regarding parking.

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The police presence and that of a traffic officer from the council is no deterrent, ACTION needs to be taken and ISSUE TICKETS/FINES INSTANTLY to make a difference, the SCHOOL CLEARWAY ORDER will give the officers from the council the authority to do this.

Please sign if you agree the council need a SCHOOL CLEARWAY ORDER.

Name	Address	Signature
Claire McGuinness	5 Goldring Close Diss	[redacted]
Sarah Bradford	Roydon Primary School	
TRACY ALLEN	DISS NORFOLK	
Ann Plowman	Roydon, Diss, Norfolk	
Denise Pawsey	Roydon Diss Norfolk	
SARAH POPE	DISS, NORFOLK	
DIANE MARSHALL	FREEZE RD, DISS	
Donna Loader	Chempreys Rd DISS	
ANNE JONES	PLOUGH WAY, ROYDON	
SUSAN HURST	25 BRUSHMAKERS WAY, ROYDON	
HANNAH WEEDON	15 FACTORY LANE, DISS.	
FIONA MONLE	16 SCHOLARS WALK DISS	
[illegible]	19. 7 [illegible] Rd DISS	
T Balding	Warren Lodge, School Rd Bressingham	
P. Hussey	13 Louies Lane, DISS	
A. BARRETT	9 STORE ST ROYDON.	
L. WARD	41 CHURCH CLOSE ROYDON	
H Smith	27 Cricks Walk, Roydon	
S TAYLOR	3 TRAFALGAR WAY DISS	
HEIDI BROWN	13 LINDEN GROVE, ROYDON	

S. Cobb	9 Brushmakers way, Roydon
J McCourt	27 Gainsborough Ave Diss
XIN DONG	36 Shelfanger Road, Diss
C. HUTCHINGS	9 Lewis Drive, Roydon
Ruth Noble	13 Crome Close, Diss
J. Robinson	Westview, High Rd, Roydon
S. Cattermole	55 Church Close Roydon
K. Belham	14. Laelbrooke Close Diss
L. PAGE	36 ANDRICH WAY, DISS
J White	33 Church close, Roydon
R. KINEAVY	c/o Roydon Primary Sch
S. Sadd	c/o Roydon Primary Sch
N. Clarke	c/o Roydon Primary school
C. Barnett	c/o Roydon Primary School
A. Phillips	c/o Roydon Primary School
M. GARNHAM	1 APPLETREE LANE, ROYDON
M. Prouis	66 Portland Street Norwich
J. Lefley	c/o Roydon Primary School
V. McClure	Roydon Primary
D Gammard	c/o Roydon Primary School.
S. Bullingham	27 Brushmakers Way.
S SEIF	2 DISS Rd Garboldisham
Hayley Littlefair	3 Horner Close, Roydon
EMMA ALLEN	9 Pollard Court DISS
Michelle Lanchester	31 COMMON RD Bressingham
Sue Stanislawski	1 Orchard Grove, DISS, IP22 4LX
Maria Chamberlain	1 Ives Close, DISS, IP22 4YG
JANE CRAWLEY	13 TUDOR AVE, ROYDON
Georgina Yeardley	7 Buxton Road
Leanne Jones	16, Manor drive Roydon
Howie Moore	7 CROME CLOSE
Rushanne Young	Final Lee The Common Stuston
Emma Witcha	59 Lewis lane Roydon
Natasha Fairweather	27 Seagles Drive
Becky Scott	11 Speirs Way DISS
Kerry Cavanagh	15 crickswalk Roydon
JULIE HINES	2 MEDUSA VILLA ROYDON
Shelley Moore	29 Long meadow drive
Nancy Ellis	46 Stanley Road
BEV POWLES	32 Mendham Lane
Kim Rudd.	6 west end
Charlotte Shie	1 Tudor Avenue
Angie Jelly	10 Constable Close
Nicki Yallop	10 Paine close Diss
D Gray	77 Roydon Road
S Farrs	Four Green DISS

[redacted]

RONA REEDER	Deneside High Rd Roydon	[redacted]
Sarah Trudgill	Potash Lane, Roydon	
V. Luthell	26b Louies Lane DISS	
M. Fortham	23 De Lucy Close. DISS	
Diddy Dooley	Sturgeons FARM	
Marie Mayes	9 Cotman Close-DISS	
EMMA COOPERSON	6 WILLIAM BEAUMONT WAY IP22	
C ELLINGHAM	90 LOUIES LANE DISS	
S J Dowden	The Hollies, Bressingham	
V. GEORGE	6 THE OAKS WATTISFIELD	
R. Humbles.	17 Stark close DISS.	
S. Elvin	19 Pearmain Rd Diss	
M Wightman	50 Louies Lane Roydon	
L Neyard	1 Mansell close Roydon	
R Norton	15 Maple Way, Eye	
M. LISTER	20 COBBOLD STREET, DISS	
I. CONSTANCE	38 RANSOME AVENUE, SCOLE	
Andie Childs	16 De Lucy Close, DISS	
I. PORTWAY	CAPTAIN'S PIECE, THE COMMON STUSTON	
S. Sillett	18 Bellrope Lane Roydon	
J ADDISON	14 Pauliman Ct Roydon	
D POOLEY	79 Denmark St DISS	
A. GARNHAM	1 APPLETREE LANE, ROYDON	
J. SANTY	SAYERS BARN, KENNINGHAM	
L.J. BOWMAN	BRIMBANK HEMPNALL	
L collis	Roydon School	
D. BRYAN	Roydon School	
M LE GRAYS	ROYDON SCHOOL	
R WARD	53 STANLEY ROAD DISS	
J. WARD	53 STANLEY ROAD DISS	
N DAVEY	5 NICHOLLS WAY	
G. Webster	21 Brushmakers way, Roydon	
E NORMAN	THE COTTAGE, MANOR RD, ROYDON	
A Lamb	102 Factory Lane Roydon	
G McCarthie	44 Mount Street, Diss	
K. BAVIN	24 ST. NICHOLAS STREET, DISS	
C Keen.	33 Louies Lane	
JANE ADDONS	9 LOUIES LANE	
Julia McCarthie	44 Mount St	
Nick Bullingham	27 Brushmakers Way	
Rachel Quinnan	56 Appletree Lane	
SO Howes	37 Egremont Rd.	
Vickie Pentice	18 St Marys drive	
Claire Moore	25 Longmeadow Drive	
LUCY WARD	117 Shortmoor Rd	
S. SHARMAN	17 GOSLING CLOSE	

C. BECKETT	c/o Rayden Primary School	[redacted]

Children from Roydon Primary School

PARKING PETITION

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Name	Address	Signature
Amie M	Roydon	[redacted]
Gabrielle	Roydon	
Jack Whayman	Roydon	
Bradley Jonas	Roydon	
Adam B	Roydon	
Shannon T	Roydon	
Georgia BAA	Roydon	
[illegible]	Roydon	
Miesha Y	Roydon	
Joseph B	Roydon	
Lily T	Roydon	
Poppy Mowle	Roydon	
Charlotte Hutchings	Roydon	
Callum Nunn	Roydon	
Annie Wharton	Roydon	
Finlay Martin	Roydon	
Charlie Cronin	Roydon	
Ellie Talbot	Roydon	
Lucy Bullingham	Roydon	
Megan Flatman	Roydon	

Olivia	Roydon	[redacted]
Emily Noble	Roydon	
Henry Hurst	Roydon	
Lauren	Roydon	
Matthew	Roydon	
Geannram	Roydon	
Willow	Roydon	
Cameron	Roydon	
Kyle	Roydon	
Ethan	Roydon	
Deolan	Roydon	
Ilana	Roydon	
Skyla	Roydon	
James	Roydon	
Christian	Roydon	
Ruby	Roydon	
Gabrielle	Roydon	
Benjamin	Roydon	
Henry	Roydon	
Charlie	Roydon	
Honey Bellham	Roydon	
Jessica D	Roydon	
Alex	Roydon	
Joe C	Roydon	
Hannah	Roydon	
Barlek	Roydon	
Sharna W	Roydon	
Alfie	Roydon	
Liam	Roydon	
Josh F	Roydon	
Sam A	Roydon	
Trisha		
Jack	Roydon	
Holly	Roydon	
Harvey	Roydon	
Kench		
Thomas	Roydon	
Chloe H	Roydon	
Ocean	Roydon	
Aman	Roydon	
Max	Roydon	
Zach	Roydon	
Taylor	Roydon	
Eleanor	Roydon	
Amber		
Alfonso	Roydon	

MILES	Roydon	[redacted]
Katie	royaon	
Mae	royaon	
Bradley		
Teddy West	royaon	
Olivia Willy	roydon	
Kai	Roydon	
Amelia	roydon	
Louise	roydon	
Joe Usher	Roydon	
Alex White	Roydon	
Kieran Barrett	Roydon	
Carlos Oslavio	Roydon	
Lylie Lee	Roydon Primary	
Eve Bloom	Roydon Primary	
Gillian Pope	Roydon Primary	
Amber Batchelor	Roydon Primary School	
Olivia Collins	Roydon Primary School	
Max Bowen	Roydon Primary school	
Ellie Leeper	Roydon Primary School	
Codie Bower	Roydon Primary School	
Ollie Huddleston	Roydon Primary School	
Joshua Greenard	Roydon	
Kieran Van Renesburg	Roydon Primary School	
Cheyenne McGuinness	Roydon Primary school	

Petition for School Clearway Order Tracy Home

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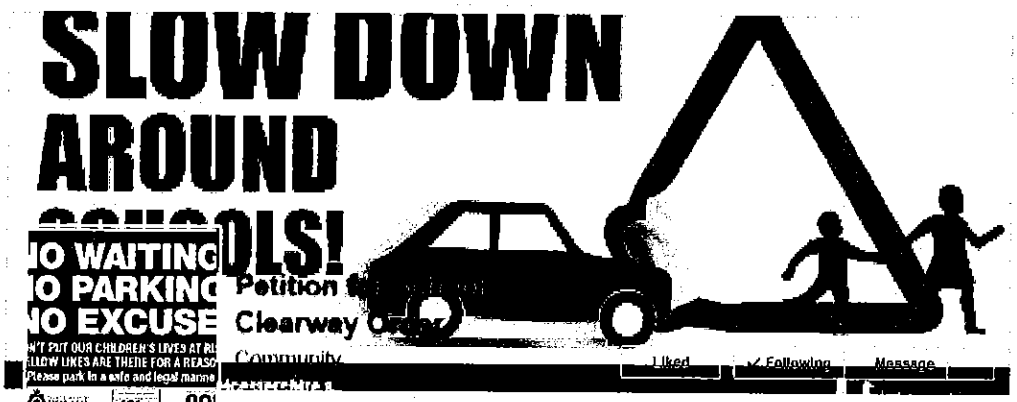

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Sarah Baker Invite

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ABOUT

School clearway order gives the authority needed to issue tickets instantly to illegally/dangerously parked vehicles near schools ,we need much support.

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PHOTOS

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Status Photo / Video Event, Milestone +

What have you been up to?

Petition for School Clearway Order shared a status.
May 31

My son of 14 was hit by a car a week ago on the way to high school, no dangerous parking etc so it just goes to show how easily these things happen and how important it is for drivers to be 100% aware of safety and this has increased my opinion of how important this is, PLEASE use the the link and sign the petition.

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Petition for School Clearway Order
May 12

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Claire N Chris Bonner, Teresa Taz Wenden, Martine Welch and 32 others like this. Top Comments

Write a comment...

Petition for School Clearway Order 102 people have seen this so far, but only 3 names, please people, if everyone that sees this writes their name we stand a better chance of getting this.
Like · Reply · May 12 at 7:55pm

Petition for School Clearway Order Tracy Allen
Like · Reply · May 12 at 7:39pm

Petition for School Clearway Order please write names in box to act as signature, share with as many as you can, thanks
Like · Reply · May 12 at 7:37pm

Jason Newman Jason Newman

Jane Aldous commented on Becky Slimming-World Elmswell's status.

Lou Wallace commented on Lucy Kingston's post.

Naomi Hutchins likes ShirtPunch's photo.

Hayley Lois Peverley likes Josh Tell A Storey's link.

Ammie Askew likes Gemma Chapman's photo.

Martine Welch Random thought when driving to supermarket who would survive in a battle between

Lorraine Rayner
Laura Barrett Mobile
Jai McCourt Mobile
Lou Wallace Mobile
Daniel Barrett
Tila Chambers 1h
Kirstin Gregory 1h
Sarah Macphers... Mobile
James Lloydy Mobile
Claire True Web
Jane Aldous Mobile
Wayne Burridge Mobile
Danny Smith 11m
Emma Head 3m
Terri Brice Web
Sue Edger 3h
Courtney Eakers 2m

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Ammie Askew Mobile

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Unlike · Reply · June 2 at 3:19pm

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Martine Welch Martine Butters.
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Rob Shadbolt Robert shadbolt
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Linda Vermeulen Webber Linda Webber
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Janna Freeman Janna Freeman
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Shannon Lummis Shannon Lummis
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Tina Nichols Tina Nichols
Unlike · Reply · 1 · May 17 at 3:26pm

Tracey Bennett Tracey Bennett
Unlike · Reply · 1 · May 17 at 2:57pm

Becky Carter Becky Carter
Unlike · Reply · 1 · May 17 at 2:24pm

Jo Howes Jo Howes
Unlike · Reply · 1 · May 17 at 1:40pm

Amanda Barrett Amanda barrett
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Sue Pitt Sue Pitt
Unlike · Reply · 1 · May 17 at 11:16am

Abbie Driver Abbie Driver
Unlike · Reply · 1 · May 17 at 11:07am

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Unlike · Reply · 1 · May 17 at 10:46am

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Anne Jones Anne Jones
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Anne Brawn Anne Brawn
Unlike · Reply · 1 · May 15 at 8:34pm

Gail Webster Gail WEbster
Unlike · Reply · 1 · May 14 at 9:38pm

Maria Leggett Maria Rackham
Unlike · Reply · 1 · May 13 at 10:53pm

Jennie Addison Jennie addison
Unlike · Reply · 1 · May 13 at 10:04pm

Carole Ann Mullenger carole mullenger
Unlike · Reply · 1 · May 13 at 11:49am

Becky Kelm Becky kelm
Unlike · Reply · 1 · May 13 at 8:02am

Donna Stringer Donna Stringer
Unlike · Reply · 1 · May 13 at 6:24am

Claire Lister Was Turner claire lister
Unlike · Reply · 1 · May 12 at 11:58pm

Teresa Turberville Teresa Turberville
Unlike · Reply · 1 · May 12 at 11:39pm

Julie Denney Julie denney
Unlike · Reply · 1 · May 12 at 11:10pm

Ann Plowman Ann Plowman
Unlike · Reply · 1 · May 12 at 10:52pm

Marie Butler Marie butler
Unlike · Reply · 1 · May 12 at 10:39pm

Kelly Harris Kelly Harris
Unlike · Reply · 1 · May 12 at 10:23pm

Ian Portway Ian Portway
Unlike · Reply · 1 · May 12 at 10:23pm

Lindsey Raynsford Lindsey Raynsford
Unlike · Reply · 1 · May 12 at 10:17pm

Lorraine Rayner lorraine rayner
Unlike · Reply · 1 · May 12 at 10:10pm

Daniel Collett Daniel Collett
Unlike · Reply · 1 · May 12 at 10:02pm

Lindsay Bowman Lindsay Bowman
Unlike · Reply · 1 · May 12 at 9:50pm

Anna Hines Anna Hines
Unlike · Reply · 1 · May 12 at 9:37pm

Sally Thorndyke Sally Thorndyke

Jane Aldous commented on Becky Slimming-World Elmswell's status.

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Daniel Barrett

Tila Chambers 1h

Kirstin Gregory 1h

Sarah Macphers... Mobile

James Lloydy Mobile

Claire True Web

Jane Aldous Mobile

Wayne Burridge Mobile

Danny Smith 11m

Emma Head 3m

Terri Brice Web

Sue Edgar 3h

Courtney Eakers 2m

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Nicola Armstrong Nicola Armstrong
Unlike · Reply · 1 · May 12 at 8:59pm

Becky Scott Becky Scott
Unlike · Reply · 1 · May 12 at 8:56pm

Mary Channell Mary Channell
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Angela Beales Lamb Angela Lamb
Unlike · Reply · 1 · May 12 at 8:51pm

Claire Cason Claire cason
Unlike · Reply · 1 · May 12 at 8:43pm

Mandy Pooley Mandy Pooley
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Nicola Hume Nicola Hume
Unlike · Reply · 1 · May 12 at 8:36pm

Maria Chamberlain Maria Chamberlain
Unlike · Reply · 1 · May 12 at 8:31pm

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Unlike · Reply · 1 · May 12 at 8:29pm

Jane Aldous Jane Aldous
Unlike · Reply · 1 · May 12 at 8:26pm

Tammy Batchelor Was Chester Tammy Batchelor
Unlike · Reply · 1 · May 12 at 8:22pm

Amanda Stephenson Amanda Stephenson
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Sarah Pope Sarah Pope
Unlike · Reply · 1 · May 12 at 8:04pm

Victoria Clements Victoria Clements
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Shelley Moore Shelley Moore
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Sue Sillett Sue Sillett
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Claire McGuinness Claire McGuinness
Unlike · Reply · 1 · May 12 at 7:40pm

Hannah Weedon Hannah Weedon.
Unlike · Reply · 1 · May 12 at 7:38pm

Helen Clare Beaney Helen Clare Beaney
Like · Reply · May 31 at 7:43pm

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Jane Aldous commented on Becky Slimming-World Elmswell's status.

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James Lloydy Mobile

Claire True Web

Jane Aldous Mobile

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Sue Edgar 3h

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Residents Surrounding area & Roydon Primary school.

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Name	Address	Signature
Katie Brame	81 Fisher Rd, DISS	[redacted]
Kerri Fitchett	24 Skelton Rd, DISS	
JULIE HAWES	40 Ensign way DISS	
MANDY MAYES	37 THOMAS MANNING RD, DISS	
Simon Andrew	23 FACTORY LANE	
JULIA FAIRBROTHER	1 ROSE TERRACE DISS	
KELLY HARRIS	49 SUNNYSIDE, DISS	
Isabelle CAVELLE	16 CHERRY TREE COURT	
MAIAH CONSTABLE	1, MANOR DRIVE	
Margaret SECRETT	3 MANOR DRIVE ROYDON	
M. Constable	1 MANOR DRIVE Roydon	
R. Miller	7 Manor Drive	
B. KELM	15 Manor Drive	
N. KELM	15 Manor Drive	
KEVIN ARMSBY	// //	
Melissa Winter	17 Manor Drive	
Brenda Ward	— " —	
B. Knight	19 Manor DRIVE	
M J Thompson	30 Manor Drive	
Jeff Thompson	30 Manor Drive	

G. Thompson	30 Manor Drive	[redacted]
B. Lang	24 MANOR DRIVE	
I Welby	20 MANOR DRIVE	
E. Read	16 Manor Drive	
J. Rio	16 MANOR DRIVE	
M Burrows	12 " "	
E. Miles	8 " Drive	
d. Bar	" " "	
J Sutton	6 Manor drive	
P. Lanchester	4 Manor Drive	
SARAH FISHER	2 MANOR DRIVE	
K RUSTED	1 Queensway	
P. DIXON.	2 QUEENSWAY	
A. WOODROW	3 QUEENSWAY	
T WOODROW	" "	
J. A. Carman	5 queensway	
S. Francess	7 Queensway	
D I. Wilkings	9. QUEENSWAY	
L. M. BRUCE	10 QUEENSWAY	
J. THORNDYKE	12. QUEENSWAY. ROYDON	