

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE  
MINUTES OF THE MEETING HELD AT 12 NOON AT THE NATIONAL  
MOTORCYCLE MUSEUM, BIRMINGHAM, ON 18TH SEPTEMBER, 2002.**

**PRESENT:**

Councillor Tony Burns - Manchester City Council  
Councillor Ken Gregory - Thanet District Council  
Councillor William Burke - Sefton Metropolitan Borough Council  
Councillor John Chapman - Birmingham City Council  
Councillor Roger Weaver - Southend on Sea Borough Council  
Councillor Phrynette Dickens - Hampshire County Council  
Councillor Bob Barker - South Lakeland District Council  
Councillor John Beveridge - Winchester City Council  
Councillor Peter Crispin - Bristol City Council  
Councillor David Robertson - Oxfordshire County Council  
Councillor Marcelle Lloyd-Hayes - Herefordshire Unitary Council  
Councillor Geoff Prest - Carlisle City Council  
Councillor Roland Dibbs - Rushmoor Borough Council  
Councillor Les Burden - Poole Borough Council  
Councillor Len Murkin - Trafford Borough Council

**Also in attendance:**

Messrs Addicott, Allcock, Bayless, Dare, Earnshaw, Edwards, Kennedy, Marklew, Martin, Mulholland, Mc Ewan, Pulham, Richardson, Robinson, Satchwell, Spicer and Tinsley and Christine Crisp and Caroline Sheppard.

**NPAS/01/01                    APPOINTMENT OF CHAIR AND VICE CHAIR**

**DECISION/-**

1.     To appoint Councillor Weaver (Southend on Sea) as Chair and Councillor Gregory (Thanet) as Vice Chair until the Annual meeting of the Joint Committee in September, 2003.
  
2.     To appoint, Councillor Burns (Manchester) as Assistant Chair.

**NPAS/02/02            MINUTES**

**DECISION/-**

To approve as a correct record the Minutes of the meeting held on 19 November, 2001.

**NPAS/02/03            FINAL REVENUE AND CAPITAL ACCOUNTS, 2001/2002**

The Revenue and Capital Accounts for the years 2001/2002, together with the Auditor's report on the accounts were submitted.

The Service Director informed members that the Auditor's report would not be received until 18 October, 2002. He stated that he had received correspondence from the Auditor saying that there were no significant issues that would arise that would need to be brought to the attention of the Joint Committee.

**DECISION/-**

1. To approve the draft 2001/2002 Revenue and Capital Accounts for the NPASJC as prepared by the Lead Authority.
2. To agree to carry forward the excess of income over expenditure recorded in the 2001/2002 Revenue Accounts to the 2002/2003 Revenue Account.
3. To note the Auditors comments.

**NPAS/02/04            NEW MEMBER COUNCILS**

A report of the Lead Officer was submitted seeking approval to extend the Chief Parking adjudicator's appointment to cover the areas of a number of Councils who have become party to the NPASJC Agreement.

**DECISION/-**

1. To note that Carlisle City Council, South Lakeland District Council, Cumbria County Council in respect of the Carlisle and South Lakeland areas, Norwich City Council, Norfolk County Council in respect of the Norwich area, Southampton City Council, Milton Keynes Council, Poole Borough Council, Hart District Council, Rushmoor Borough Council, Liverpool City Council, Purbeck District Council, East Dorset District Council, West Dorset District Council, North Dorset District Council,

Wareham Town Council, Dorset County Council in respect of the Purbeck, East Dorset, West Dorset, North Dorset and Wareham areas, Harrogate Borough Council and North Yorkshire County Council in respect of the Harrogate area.

2. To confirm the appointment of the Chief Parking Adjudicator and other part-time Adjudicators (coterminous to their current appointments) to cover the areas of the Councils referred to above with effect from their various commencement dates appropriate to each authority area.

#### **NPAS/02/05            GENERAL PROGRESS AND SERVICE STANDARDS**

The Lead Officer presented a report on progress in respect of the take up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales; service standard performance against which NPAS is measuring how swift the service is delivered; detailing the external communication process the service has engaged and financial monitoring of the service during the current year.

In response to cost effectiveness and average cost of each appeal, the Service Director undertook to present a report to a future meeting in this connection.

#### **DECISION/-**

1. To note the expected take up of decriminalised parking enforcement powers during 2002 - 2004.
2. To note the performance attained against the agreed indicators for the year 2001/2002 against which the NPAS is measuring how swiftly the service is delivered and the first quarter of 2002/2003 which are measuring availability and responsiveness.
3. To note the external communication arrangements and the financial monitoring information.

#### **NPAS/02/06            TRIBUNALS FOR USERS - PROGRAMME UPDATE**

A report was submitted providing an update on the Lord Chancellor's 'Tribunals for Users' programme following the Review of Tribunals by The Rt. Hon. Sir Andrew Leggatt.

#### **DECISION/-**

1. To note the information contained in the report, including the response on the government consultation submitted by the Lead Officer.
2. To request the Lead Officer to keep the joint Committee informed on developments in this connection.

#### **NPAS/02/07 NPASJC ADDITIONAL FUNCTIONS 2001/2002**

The Lead Officer informed the Joint Committee of the proposal to extend the Joint Committee's functions to include transportation adjudication processes such as bus lane enforcement and road user charging.

#### **DECISION/-**

1. To note the latest situation with regard to the proposal to establish an Addendum to the NPASJC Agreement that will enable the Joint Committee to exercise adjudication functions in respect of bus lane enforcement by member councils.
2. To authorise the Lead Officer to continue making the necessary arrangements for the Joint Committee to exercise bus lane adjudication functions as part of the NPASJC Agreement arrangements.

#### **NPAS/02/08 PART TIME PARKING ADJUDICATOR APPOINTMENTS**

A report was submitted informing the Committee of the appointment of part-time Parking Adjudicators.

In reply to a question the Chief Parking Adjudicator agreed that it was important to address ethnic diversity when making these appointments, also that she would present a report to a future meeting listing the Adjudicators and the area they represented.

#### **DECISION/-**

To note the appointment of the fifteen part-time Parking Adjudicators detailed in the report for a five year term of office.

#### **NPAS/02/09 ANNUAL REPORT OF THE PARKING ADJUDICATORS**

The Annual report of the Adjudicators for the period 1 April 2001 to 31 March, 2002 was submitted.

#### **DECISION/-**

1. To note the Annual Report, and forward it to the Secretary of State for Transport, Local Government and the Regions and the First Secretary of the National Assembly for Wales.
2. To approve the translation of the report into the Welsh language for the purpose of forwarding it to the First Minister.
3. To agree that the report is published and circulated free of charge.

#### **NPAS/02/10 ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE**

A report was submitted on the appointment of an Executive Sub-Committee for the forthcoming year.

#### **DECISION/-**

1. To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee, in accordance with the Terms of Reference detailed in the Appendix to the report, until the annual meeting in September 2003, comprising Councillors Burden (Poole B.C.), Dibbs (Rushmoor B.C.), Prest (Carlisle C.C.), Lloyd-Hayes Herefordshire U. C.), Crispin (Bristol C. C.), Barker (South Lakeland D.C.), Weaver (Southend on Sea B.C.), Gregory (Thanet D.C.), Burns (Manchester C.C.), Beveridge (Winchester C.C.) Dickens (Hampshire C.C.) and the representative from Neath Port Talbot Borough Council.
2. That substitutes be appointed to attend the meeting providing prior notification is given.
3. That the next meeting of the Sub-Committee be held at 12 noon on Tuesday, 28 January, 2003, at the National Motorcycle Museum in Birmingham.

#### **NPAS/02/11 APPOINTMENTS TO THE ADVISORY BOARD**

A report was submitted on the appointment of representatives to the Advisory Board and detailing changes to the current composition.

#### **DECISION/-**

1. To appoint representatives to serve on the Advisory Board as follows:-

The Lead Officer plus 10 people:-

At least one representing an English Authority -

*Bournemouth Unitary Council - John Satchwell*

At least one representing a Welsh Authority -

*Neath Port Talbot C. B. Council - Mike Richardson*

At least one representing a District Council -

*Winchester City Council - David Markelew*

At least one representing a County Council -