

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
MINUTES OF THE MEETING HELD AT THE WARWICKSHIRE COUNTY
CRICKET CLUB, EDGBASTON, BIRMINGHAM, ON 16TH JULY, 2004.**

PRESENT: Councillor Rev. Robert Barker - South Lakeland District Council
Councillor Tony Burns – Manchester City Council
Councillor Herbert Chapman – Dacorum Borough Council
Councillor James Davies – Carmarthenshire County Council
Councillor Roland Dibbs - Rushmoor Borough Council
Councillor Phrynette Dickens – Hampshire County Council
Councillor David Fleet – Herefordshire Council
Councillor John Hayter – Bournemouth Borough Council
Councillor Sir Elgar Jenkins - Bath and North East Somerset
Councillor Richard Knasel – Winchester City Council
Councillor Joseph Lawson – Sunderland City Council
Councillor Matthew Lock – East Sussex County Council
Councillor Peter O'Brien – Chelmsford Borough Council
Councillor John Peach – Peterborough City Council
Councillor Robert Peachy – Worcestershire County Council
Councillor Roy Pennington – Brighton & Hove Council
Councillor James Tombe – Mid Bedfordshire District Council

Also in attendance:

Messrs Bayless, Davey-Thomas, Jowsey, Pulham, Richardson, Sage, Satchwell, Spicer and Tinsley, and Christine Crisp, Eileen Dunstan, and Caroline Sheppard.

NPAS/04/01 Appointment of Chair and Vice Chair

Decision

1. To appoint Councillor Gregory (Thanet) as Chair and Councillor Burns (Manchester) as Vice Chair until the Annual meeting of the Joint Committee in 2005.
2. To appoint Councillor Dibbs (Rushmoor) as Assistant Chair.

NPAS/04/02 NPASJC Minutes

The Minutes of the National Parking Adjudication Service Joint Committee held on 30 September, 2003 were submitted.

Decision

To approve as a correct record the Minutes of the meeting held on 30 September, 2003.

NPAS/04/03 Executive Sub-Committee Minutes

Decision

To note that Councillor Dibbs represents Rushmoor Borough Council and not Southend as appeared on the minutes circulated.

To note the Minutes of the meeting held on 27 January, 2004.

NPAS/04/04 Five Year Review Sub-Committee Minutes

Decision

To note the Minutes of the meeting held on 27 January, 2004 and, in particular, the re-appointment of the Chief Parking Adjudicator

NPAS/04/05 Councillor John Beveridge

The Joint Committee were informed that Councillor Beveridge (Winchester Council) had recently changed portfolio and was no longer a member of the Joint Committee.

Decision

That a letter of thanks be sent to Councillor Beveridge to thank him for his very valuable contribution to the work of the Joint Committee.

NPAS/04/06 Final Revenue and Capital Accounts, 2003/2004

The final accounts for the years 2003/2004, together with the Auditor's report on the accounts were submitted.

Decision

1. To approve the 2003/2004 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 2003/2004 Revenue Accounts to the 2004/2005 Revenue Account.
3. To note the District Auditor's reports in relation to the year 2003/2004.

NPAS/04/07**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 since the 30 September, 2003, the following Councils have become a party to the NPASJC Agreement: Dacorum Borough Council, Allerdale Borough Council, Test Valley Borough Council, Harlow District Council, Blackpool Borough Council, Wirral Metropolitan Borough Council, Carmarthenshire County Council, South Bedfordshire District Council, Mid Bedfordshire District Council, Surrey County Council, Mole Valley District Council, Guildford Borough Council, Reigate and Banstead Borough Council, Wigan Metropolitan Borough Council, Rochdale Metropolitan Borough Council and Denbighshire County Council.

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

NPAS/04/08 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; information and communications technology and other areas of service development.

Decision

1. To note the expected take up of decriminalised parking enforcement powers.
2. To note the performance attained against the agreed service standard indicator.
3. To note the progress in respect of ICT and other areas of service development in support of the service.

NPAS/04/09 ANNUAL REPORT OF THE PARKING ADJUDICATORS

The Annual report of the Adjudicators for the calendar year 2003 was submitted.

Decision

1. To note the Annual Report, and forward it to the Secretary of State for Transport, and the First Minister 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/04/10 ESTABLISHMENT OF EXECUTIVE SUB-COMMITTEE

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

The Lead Officer amended the date of the annual meeting in the recommendation to read, annual meeting in 2005.

In view of the need to consider additional accommodation for the Headquarters it was suggested that the Terms of Reference be amended to include the following:

- "5. Accommodation
Matters in relation to the provision of accommodation that have not been delegated to officers."

DECISION/-

1. To approve the establishment of an Executive Sub-Committee to act on behalf of the Joint Committee until the annual meeting in 2005, comprising Councillors Bob Barker (South Lakeland D.C.), Tony Burns (Manchester C.C.), Roland Dibbs (Rushmoor B.C.), Phrynnette Dickens (Hampshire C. C.), Ken Gregory (Thanet D.C.), Sir Elgar Jenkins (Bath and North East Somerset), Joseph Lawson (Sunderland C. C.), Matthew Lock (East Sussex C. C.) Roy Pennington (Brighton and Hove) and a representative from Wales.
2. To agree the terms of reference contained in the body of the report with the additional reference relating to accommodation.
3. To agree that the next meeting of the Executive Sub-Committee be held in January, 2005 at the Warwickshire County Cricket Club, Edgbaston.

NPAS/03/11 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 -

Carmarthanshire County Council – Trevor Sage

At least one representing a District Council -

Winchester City Council - Alan Jowsey

At least one representing a County Council -

Hampshire County Council - Peter Bayless

At least one representing a Unitary or Metropolitan Council -

Manchester City Council - Andrew Vaughan

At least one representing a County Council –

Hertfordshire County Council – Deborah Davies

A representative each from the DfT and NAFW (Ex-Officio) - *John Gant* (DfT), *Mike Burnell* (NAFW)

A representative from a motoring association - *Kevin Delaney* (RAC Foundation)

An independent person with knowledge of judicial or tribunal systems - *Graham Addicott OBE*

2. To record the thanks of the Joint Committee to Mike Richardson and Neath Port Talbot County Borough Council for the significant contribution they have made to the Advisory Board and the Joint Committee.

NPAS/04/07 Exclusion of Public

Decision

To exclude the public from the meeting during consideration of the following item containing confidential information as detailed in Paragraph 1, Schedule 12A, Local Government Act, 1972 – Information relating to individuals.

NPAS/04/07 Review of Senior Staffing Structure 2003/04

(Public excluded Paragraph 1, Information relating to individuals)

Decision

To note the report.

committee/npasjc/16july04