

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB-COMMITTEE
MINUTES OF THE MEETING HELD AT THE NATIONAL MOTORCYCLE
MUSEUM, BIRMINGHAM, ON 28TH JANUARY, 2003.**

PRESENT:

Councillor Tony Burns - Manchester City Council
Councillor Ken Gregory - Thanet District Council
Councillor John Chapman - Birmingham City Council
Councillor Roger Weaver - Southend Borough Council
Councillor Phrynette Dickens - Hampshire County Council
Councillor Bob Barker - South Lakeland District Council?
Councillor Marcelle Lloyd-Hayes - Herefordshire Unitary Council

Also in attendance:

Messrs, Bayless, Earnshaw, Howard, Pulham, Spicer and Tinsley and Christine Crisp and Caroline Sheppard.

NPAS/EX/03/01 Appointment of Chair and Vice Chair

Decision

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

NPAS/EX/03/02 Death of Former Members

The recent deaths of Ken Brown (Sevenoaks) and John Merrick (NAfW) were reported.

Members stood briefly in silent respect to their memory.

NPAS/EX/03/03 Minutes

The Minutes of the National Parking Adjudication Service held on 18 September, 2002 were submitted for information.

Decision

To note the Minutes

NPAS/EX/03/04 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 since the 18 September, 2002, the following Councils have become a party to the NPASJC Agreement: Essex County Council, Basingstoke and Deane Borough Council, Brentwood Borough Council, Chelmsford Borough Council, Colchester Borough Council, Epping Forest District Council, Nottingham City Council, Purbeck District Council, East Dorset District Council, West Dorset District Council, Bury Metropolitan Borough Council, Weymouth and Portland District Council and Eden District 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/EX/03/05
2002/2003

Monitoring of Revenue and Capital Accounts for

A report was submitted presenting expenditure monitoring information in respect of the Revenue and Capital Accounts for 2002/2003, together with the Auditors report.

The Service Director corrected the figure in recommendation (ii) which should read £1,332,800.

Decision

1. To note the expenditure monitoring information contained within the report.
2. To authorise the Lead Office to incur expenditure against the revenue budget in excess of the £1,332,800 set by the Committee should the need arise, provided such expenditure is within the total income for the year.
3. To agree that should there be a surplus of income in the 2002/03 revenue account this be carried forward to 2003/04.
4. To authorise the Lead Officer to call upon the Lead Authority's Development Fund Loan arrangement should this become necessary to meet a shortfall in the Joint Committee's 2002/2003 accounts.
5. To note the Auditor's report to the Joint Committee regarding the statement of accounts, its income and expenditure for the year ended 31 March, 2002.

NPAS/EX/03/06

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; and interim service standard performance against which NPAS is measuring how swift the service is delivered.

The Lead Officer informed the Committee of amendments to the take up dates of certain authorities.

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 service standard indicators during the first two quarters of 2002/2003.

NPAS/EX/03/07

Revenue and Capital Budget estimates 2003/2004

A report was submitted requesting approval of the Revenue and Capital Budget Estimates for 2003/2004.

Decision

1. To adopt the Revenue Budget estimates for 2003/2004 as detailed in the report.
2. To adopt the five year projected capital estimates as detailed in the report and request the Lead Authority to include this within their future LTP funding bids to government.
3. To approve the adoption of a Capital Budget estimate of £100,000 in line with the LTP Supplementary Credit Approvals settlement.
4. To keep members informed of the situation regarding Bus Lane enforcement.

NPAS/EX/03/08

NPASJC Service Charges to user Councils for 2003/2004

A report was submitted on the establishment of charges to be levied from local authorities participating in the Joint Committee's adjudication service during 2003/2004.

Decision

1. To adopt the following charges in support of the service to be made by participating local authorities during the financial year 2003/2004:-

ELEMENT	CHARGE
Annual Charge	£250.00 (per SPA)
Charge per PCN Issued	£0.65
Charges per Adjudication Case	nil

2. To approve a charge of £0.65 per PCN issued for service charges for bus lane related areas of adjudication, should they come within the remit of the Joint Committee during the year. The Service Director requested to keep this element of the charges under review and report back should this become necessary.

NPAS/EX/03/09 Appointments to the Advisory Board

The Sub Committee were advised of changes to the Advisory Board.

Decision

1. To note that David Marklew retired on 31 December, 2002 and had been replaced as the representative from Winchester on the Advisory Board.

2. To record the thanks of the Joint Committee to David Marklew for the significant contribution he has made to the furtherance of decriminalised parking enforcement generally and to the NPASJC in particular.

3. To note the new Advisory Board executive appointments detailed in the report.

NPAS/EX/03/10 Resignation of Part-Time Adjudicators.

A report was submitted informing the Sub-Committee of the resignation of two part-time parking adjudicators.

Decision

To note the report.

NPAS/EX/03/11 Annual Meeting of NPASJC

Decision

To agree that the Annual Meeting of NPASJC be held on 30 September at 12 noon in Birmingham.

H/committee/npasjc/exsub /28jan03