

**PARKING AND TRAFFIC REGULATION OUTSIDE LONDON (PATROL)
ADJUDICATION JOINT COMMITTEE**

**MINUTES OF THE MEETING HELD AT THE EMMANUEL CENTRE, LONDON ON
7 OCTOBER 2008.**

PRESENT

Councillor Charles Gerrish	Bath and North East Somerset
Councillor Steve Houghton	Blackpool Borough Council
Councillor Dave Gillard	Borough of Poole
Councillor Louise McKinlay	Brentwood Borough Council
Councillor Pat Drake	Brighton and Hove Council
Councillor Mark Bradshaw	Bristol City Council
Councillor Hugh Wilson	Buckinghamshire County Council
Councillor Mark Tufnell	Cotswold District Council
Councillor Jennifer Rickward	Dartford Borough Council
Councillor Margaret Rogers	Devon County Council
Councillor Mike Carver	East Hertfordshire District Council
Councillor Richard Bassett	Epping Forest District Council
Councillor Arthur Mandry	Fareham Borough Council
Councillor Mrs Phrynette Dickens	Hampshire County Council
Councillor Peter Millea	Liverpool City Council
Councillor W. Jamie Macrae	Macclesfield Borough Council
Councillor Derek Butler	Maidstone Borough Council
Councillor Tony Burns	Manchester City Council
Councillor David Payne	Newark and Sherwood District Council
Councillor Roger Berry	North Wiltshire District Council
Councillor Jane Urquhart	Nottingham City Council
Councillor Chris Baron	Nottinghamshire County Council
Councillor Keith Barrow	Oswestry Borough Council
Councillor Tony Page	Oxfordshire County Council
Councillor Ron Oatham	Rochford District Council
Councillor Colin Rayner	Royal Borough of Windsor and Maidenhead
Councillor Roland L G Dibbs	Rushmoor Borough Council
Councillor Trevor Bagshawe	Sheffield City Council
Councillor Mewa S Mann	Slough Borough Council
Councillor Brian Allinson	South Gloucestershire Council
Councillor Gerald Forsprey	Spelthorne Borough Council
Councillor David Leech	Staffordshire County Council
Councillor Stephen Ellis	Staffordshire Moorlands District Council
Councillor Robert Cook	Stockton-on-Tees Borough Council
Councillor Roy Naylor	Stoke-on-Trent City Council
Councillor Richard Bell	Sunderland City Council
Councillor Andrew Doubleday	Tameside Borough Council
Councillor Ken Gregory	Thanet District Council – In the Chair
Councillor Susan Elms	Wareham Town Council
Councillor Andy Wylie	Watford Borough Council
Councillor Robert Knowles	Waverley Borough Council
Councillor Christine James	Weymouth Borough Council
Councillor Bryan Turner	Worthing Borough Council
Councillor P.J.Haycock	Wychavon District Council
Councillor Fran Oborski	Wyre Forest District Council

Also in Attendance

Mr Robert Connolly	Birmingham City Council, Legal Services
Ms Stacey Ryans	Birmingham City Council
Ms Kay English	Borough of Poole
Mr Simon Parker	Borough of Poole
Mr John Satchwell	Bournemouth Borough Council & PATROL Advisory Board
Ms Elaine Smith	Bournemouth Borough Council
Mr Chris Brimley	Brentwood Borough Council
Mr Paul Nicholls	Brighton and Hove Council
Mr John Delaney	Broxtowe Council
Mr Derek McEwen	Denbighshire County Council
Mr Gary Powell	Devon County Council
Mr Andrew Pulham	East Hertfordshire District Council
Mr Paul Blamey	Epping Forest District Council
Mr David Howard	Essex County Council
Mr Peter Bayless	Hampshire County Council & PATROL Advisory Board
Mr Warren Griffiths	Harborough District Council
Mr Jeremy Simpson	Horsham District Council
Mr Roy Tunstall	Horsham District Council
Mr Gary Watson	Horsham District Council
Mr Graham Marsh	Manchester City Council
Mr Tony Egginton	Mansfield District Council
Mr Stuart Thompson	Nottingham City Council
Ms Caroline Stylianou	Nottingham City Council
Mr John Crouch	Nottinghamshire County Council
Ms Helen Allen	Reading Borough Council
Mr Neil Walter	Royal Borough of Windsor and Maidenhead
Mr Ian Hosking	South Hams District Council
Mr Nick Miller	Staffordshire County Council
Mr Michael Clarke	Stoke-on-Trent City Council
Mr Robin Chantrell Smith	Thanet District Council
Mr Steve Hurley	Torbay Council
Ms Linda Barker	Watford Borough Council
Mr Trevor Harwood	Weymouth and Portland Council
Mr Robin Evans	Wycombe District Council
Mrs Christine Crisp	For PATROL Secretary
Mr Graham Addecott OBE	PATROL Advisory Board
Ms Caroline Sheppard	Chief Adjudicator
Louise Hutchinson	Head of Service, PATROL

PATROL/08/18

Minutes

Decision

To approve as a correct record the Minutes of the meeting held on 2 June 2008

**PATROL/08/19
(Wales)**

Establishment of Executive Sub Committee

A report was submitted requesting the Joint Committee to consider the establishment of an Executive Sub-Committee (Wales) to consider such matters which derive from the Welsh legislation that have a direct impact on the functions of the Joint Committee. The report also proposed Terms of Reference for the new Executive Committee (Wales)

Decision

1. To approve the establishment of an Executive Sub-Committee (Wales) in accordance with Standing Order 9 and the proposed Terms of Reference and delegate functions to the Executive Sub-Committee (Wales) as detailed in the Terms of Reference.
2. To agree that the Standing Orders for the Joint Committee be reviewed in order to create a new position of Vice Chair (Wales) to which the Chair of the Executive Sub-Committee (Wales) would automatically be appointed for a period of 12 months at the annual meeting of the Joint Committee.
3. To note that Councillor Burns (Manchester) would contact the Welsh members with a view to progressing the establishment of the Executive Sub-Committee (Wales)

PATROL/08/20 Annual Report of the Parking Adjudicators

A report of the Lead Officer was submitted presenting arrangements for the production of the Annual Report of the Parking Adjudicators.

The Chief Adjudicator introduced the report outlining the changes since the inception of NPAS in 1999 and taking the opportunity to reflect on the recurring issues that had been highlighted by the Adjudicators in their reports over the years. It was emphasised that the Adjudicators do not simply review the Council's decision to reject a representation they can also examine evidence relevant to the appeal and report back to Councils if they have any concerns.

The representative from Bristol City Council stated that he was unhappy with the process whereby Councils could be 'named and shamed' in the Adjudicators Report without prior knowledge and apparently had no right of reply. As steps had now been taken by the Council it was felt that the action taken should have been included in the report.

In response, the Chief Adjudicator stated that the comments within the report were taken from the Adjudicators decisions and following personal involvement by her. The Adjudicators had a duty to identify problems especially if they had been previously flagged up. It was up to member Authorities to inform the tribunal of the remedies that had been introduced. At the time the Annual Report had been produced for the PATROL meeting, the Chief Adjudicator was not aware of the steps taken by Bristol City Council to address the concerns. However, the Chief Adjudicator indicated that she would be happy to include feedback from Bristol on the improvements they have introduced, in the final published report.

Decision

1. To receive the annual report form the Adjudicators for the period January 2007 to March 2008.
2. To agree that the annual report is forwarded to the Secretary of State for Transport and the First Minister.
3. To approve the translation of the report into the Welsh language for the purpose of forwarding it to the First Minister.
4. To agree that the report is published, after amendment, as indicated above and circulated free of charge.

PATROL/08/21 Report of the Independent Review of Parking Documentation and Notices

The formal report and recommendations of the Independent Review Committee was submitted

Decision

1. To receive and note the recommendations of the Independent Review Committee in relation to Parking Documentation and Notices.
2. To agree that the report is published and circulated free of charge.

PATROL/08/21 General Progress and Service Standards

The Lead Officer presented a report on progress in respect of (a) the take up of decriminalised parking enforcement powers by Councils in England (outside London) and Wales; (b) service standard performance during 2007; and (c) the introduction of Telephone Hearings.

Decision

1. To note the current and future take up of civil enforcement parking powers.
2. To note the performance for 2007 and January to June 2008 against the agreed service standard indicators.
3. To note the progress with the introduction of telephone hearings and Appeal on Line.
4. To request a report to the next meeting on target performance.

PATROL/08/22 Provision of Public Information

A report was submitted updating the Joint Committee on developments in relation to the provision of public information.

Members noted that the newly published leaflet that had been circulated widely to Councils had received positive feedback.

Decision

To note progress in the provision of public information.

PATROL/08/23 Traffic Management Act 2004 – Bus Lane and Moving Traffic

The Chief Adjudicator gave a further update to the Joint Committee in relation to the consultation on legislation in relation to enforcement powers covering bus lanes and other moving traffic.

PATROL/08/24 Local Annual Reports on Enforcement

A report was submitted updating the Joint Committee on requirements of the Traffic Management Act 2004, which requires local authorities to produce an annual report about their enforcement within six months of the end of each financial year.

Members offered suggestions as to additional information that could be included in the annual reports and noted that the issues raised would be considered and a more detailed report submitted to the next meeting of the Executive Sub-Committee.

Decision

1. To note the requirement for Local Authorities to produce an annual report about their enforcement activities.
2. To note that a more detailed report will be submitted to the Executive Sub Committee at the meeting in January 2009.

PATROL/08/25 Dates and times of meetings.

Decision

1. To note that the next meeting of the Executive Sub-Committee will be held on 27 January 2009 at Warwickshire County Cricket Club, Birmingham.
2. To note that the Annual Joint Committee meeting will be held on 30 June 2009 at the National Motorcycle Museum in Birmingham.