

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
MINUTES OF THE MEETING HELD AT THE NATIONAL MOTOCYCLE
MUSEUM, SOLIHULL, BIRMINGHAM, ON 30TH JUNE, 2006.**

PRESENT

Councillor Sir Elgar Jenkins	Bath and North East Somerset Council
Councillor Roy Pennington	Brighton and Hove Council
Councillor Dennis Brown	Bristol City Council
Councillor Hugh Wilson	Buckinghamshire County Council
Councillor Tony Sach	Chelmsford Borough Council
Councillor Malcolm Alexander	East Hertfordshire District Council
Councillor Colin Meredith	Gravesham Borough Council
Councillor Mrs Phrynnette Dickens	Hampshire County Council
Councillor Peter Millea	City of Liverpool
Councillor Derek Butler	Maidstone Borough Council
Councillor Tony Burns	Manchester City Council
Councillor R A Holden	Mid Bedfordshire District Council
Councillor David Robertson	Oxfordshire County Council
Councillor David Gillard	Poole Borough Council
Councillor Roland L G Dibbs	Rushmoor Borough Council
Councillor Terry Fox	Sheffield City Council
Councillor Richard Bell	Sunderland City Council
Councillor Ken Gregory	Thanet District Council
Councillor Ron Wheeler	Welwyn Hatfield Council
Councillor J P Johnson	Wiltshire County Council
Councillor Paul Denham	Worcester City Council

Also in Attendance

Mrs Caren Hindle	Parking Manager – Barrow Borough Council
Ms Dorothy Miley	Parking Team Leader – Bath & N E Somerset Council
Mr Peter Bell	Parking Manager – Blackburn with Darwen Borough Council
Mr Peter O'Brien	Parking Manager – Chelmsford Borough Council
Mr Kash Dhadwar	Parking Manager – Coventry City Council
Mr Andrew Pulham	Parking Manager – East Hertfordshire District Council
Mr Peter Bayless	Chief Engineer – Hampshire County Council
Mr Roy Turnstall	Parking Manager – City of Liverpool
Mr Graham Marsh	Parking Manager – Manchester City Council
Mrs Helen Crozier	Oxfordshire County Council
Mr Simon Parker	Parking/ Admin Manager – Borough of Poole
Mrs Helen Allen	Parking/ Admin Manager – Reading Borough Council
Mr Paul Allcock	Deputy Parking Manager – Reading Borough Council
Ms Anjna Patel	Sandwell MBC
Mr Martyn Townsend	Parking Manager – Sefton Council

Mr Alan Tyson	Strategy Officer – South Bedfordshire District Council
Mr Steve Deakin	Parking Manager – St Albans City and District Council
Mr Bob Spicer	Thanet District Council
Mr Steve Hurley	Town Service Manager – Torbay Council
Mr Roger Bennett	Warwickshire County Council
Mr Neville Sheldrick	Parking Manager – Worcester City Council
Miss Kelly Thompson	Parking Admin Supervisor – Wychavon DC
Mrs Christine Crisp	For NPAS Secretary
Mr Graham Addecott OBE	Advisory Board
Ms Caroline Sheppard	Chief Adjudicator
Louise Hutchinson	Head of Service, NPAS
Bob Tinsley	NPAS Service Director

By Invitation:

Mr David Wilkinson	Unit Communications
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NPAS/06/01 Appointment of Chair, Vice Chair and Assistant Chair

Nominations were invited.

Decision

To appoint Councillor Gregory (Thanet) as Chair and Councillor Burns (Manchester) as Vice Chair and Councillor Dickens (Hampshire) as Assistant Chair.

Councillor Gregory in the Chair.

NPAS/06/02 NPASJC Minutes

The Minutes of the National Parking Adjudication Service Joint Committee held on 16 July, 2004 were submitted.

Decision

To approve as a correct record the Minutes of the meeting held on 30 June, 2005 subject to the correction of the spelling of Councilor Millea.

NPAS/06/03 Executive Sub-Committee Minutes

Decision

To note the Minutes of the meeting held on 24 January, 2005. (Spelling of Councillor Millea to be corrected)

NPAS/06/04 Final Accounts, 2005/2006

The final accounts for the years 2005/2006 were submitted.

The Service Director circulated an amended Explanatory Forward.

In response to a question relating to a refund to Councils from the reserves, the Service Director stated that it had been considered but because of pensions commitment it had been decided that it should be left for the time being. There would also be potential difficulties in the method of calculating a refund because of the different periods of Councils' membership.

The Service Director reported that an annual certificate of the PCN's issued had now been received from York Council.

Decision

1. To approve the 2005/2006 Accounts as amended for the NPASJC as prepared by the Lead Authority.
2. To agree to carry forward the excess of income over expenditure recorded in the 2005/2006 Revenue Account to the 2006/2007 Revenue Account.
3. To express disappointment and concern that the Councils listed in the body of the report have yet to provide annual certificates of the number of PCN's issued during 2004/05 and request the Head of Service to take this matter up further with the individual Councils.

NPAS/06/05 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 31 January, 2006, Bracknell Forest Borough Council and Surrey Heath Borough Council have become a party to the NPASJC Agreement.
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/06/06 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 service standard performance during 2005.

Decision

1. To note the expected take up of decriminalised parking enforcement powers.
2. To note the performance attained during 2005 against the agreed service standard indicators.

NPAS/06/07 Integration of Bus Lane Appeals

The Joint Committee considered a report and noted that a separate joint committee arrangement has been established for the appointment of bus lane adjudicators and the associated administrative arrangements for England (outside London) and requested approval to the processing of the appeals being administered alongside parking appeals and also considered the adoption of new name under which the organisation will be known in future.

David Wilkinson, Managing Director, Unit Communications made a presentation to the Joint Committee on work undertaken by them to explore the most suitable opportunities to devise a new name for NPAS that best described the body to the general using public.

The presentation focused on:

- On street interviews in York, West Midlands and Hampshire;
- Respondents being shown three potential new names for NPAS – Traffic Penalty Charge Tribunal, Traffic Penalty Adjudicators and Traffic Penalty Tribunal;
- Respondents being asked what they thought was the function of the organisation when viewing the suggested names, how well the name described what the organisation did;
- The way the respondents were shown each potential name, the length of time of the interview and when they took place.

Mr Wilkinson then informed the Joint Committee of the details of the survey and put forward the suggestion that 'Traffic Penalty Tribunal' should be considered as the new brand name for NPAS.

Members of the Committee then made the following comments in relation to the presentation:

- ~ Was anybody asked if they used the service and if so could this have affected the results of the survey;

- ~ Did any of the respondents ask questions about the service or offer a better suggestion to name the service;
- ~ The proposed name does not reflect what the organisation is about, the word 'service' is key;
- ~ Whatever name is chosen it is very important that there is a strap line;
- ~ The first place that the public are aware of the organisation is the pcn

Mr Wilkinson responded to some of the points raised by members.

The Service Director stated that it had always been envisaged that other types of traffic contraventions would eventually be covered e.g. box junctions, no right turns, etc., so a reference to parking in the organisation title would not be sufficient. He outlined the changes required by the Traffic Management Act and said that Local Authorities could at the same time rename the organisation so that there would be no extra financial burden on them.

Members agreed that the name needed to be meaningful to the general public and easily identifiable on the internet. Some members felt that it was unnecessary to completely change the name but acknowledged that reference to parking would need changing. It was also agreed that any change of name should be followed by a press release so the public could be clear about the functions of the organisation.

The recommendation that NPAS be changed to Traffic Penalty Tribunal was moved and seconded. Following a vote, members agreed to the change of name.

Decision

1. To agree that the service should as far as possible be provided in an integrated manner for both bus lane and parking appeals.
2. To agree that the operation of the parking and bus lane tribunals be merged under the new name 'Traffic Penalty Tribunal'

NPAS/05/08 Annual Report of the Parking Adjudicators.

The Annual report of the Adjudicators for the calendar year 2005 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/05/09 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 until the annual meeting in 2007, comprising Councillors Malcolm Alexander (East Hertfordshire D.C.), Tony Burns (Manchester C.C.), Roland Dibbs (Rushmoor B.C.), Phrynnette Dickens (Hampshire C. C.), David Gillard (Poole B.C.), Ken Gregory (Thanet D.C.), Sir Elgar Jenkins (Bath and North East Somerset), Peter Millea (Liverpool CC), Roy Pennington (Brighton and Hove), Terry Fox, (Sheffield C.C), Hugh Wilson, (Buckinghamshire County Council), Barry Lipscomb, (Winchester City Council), Richard Bell (Sunderland City Council) and a representative from Wales Councillor Elwyn Williams (Carmarthenshire).
2. To agree the terms of reference contained in the body of the report.

NPAS/03/10 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 up to 11 people viz:

At least one representing an English Authority

Bournemouth Unitary Council – John Satchwell

At least one representing a Welsh Authority

Carmarthenshire County Council – Trevor Sage

At least one representing a District Council
Winchester City Council – Andy Hickman

At least one representing a County Council
Hampshire County Council – Peter Bayless
Hertfordshire County Council – Deborah Davis

At least one representing a Unitary or Metropolitan Council
Manchester City Council – Andrew Scallan

At least one representing a bus lane enforcement Council
Brighton and Hove Council – Carolyn Dwyer

A representative each from the DfT and NafW (Ex-Officio) – *Marilyn Waldron (DfT) and Michael Burnell (NAfW)*

A representative from a Motoring Association
Paul Watters – AA Motoring Trust

An independent person with knowledge of judicial or tribunal systems (Ex-Officio)
Graham Addicott OBE

2. To record the thanks of the Joint Committee to Alan Jowsey and Kevin Delaney for the significant contribution they have each made to the Advisory Board and the Joint Committee.

NPAS/03/11 Retirement of Service Director

A report from the Lead Officer was submitted informing the Joint Committee of the retirement of Bob Tinsley, Service Director and of the need to appoint the new Head of Service as the Proper Officer to the parking adjudicator regulations.

Peter Bayless introduced the report and led the appreciation of members for the time and dedication put into the service by Bob Tinsley. Members were informed of his involvement since its set up in 1999 and of the successful and efficient operation of the service largely due to Bob's effective management and planning during this period.

On behalf of the Adjudicators, Caroline Shepherd expressed gratitude and thanks to Bob for his help and support and of the hard work undertaken by him on their behalf.

The Chair, Councillor Gregory offered his personal thanks to Bob and Councillor Burns, Vice Chair and Manchester representative recalled the

midnight meetings which were held prior to the set up of NPAS and of the excellent and valuable contribution and effort put in by Bob at that time. He offered Bob best wishes for the future.

Mr Tinsley then responded and thanked all concerned for their best wishes and support to him over the years.

Decision

1. To note that the Service Director will be retiring on 31 July 2006.
2. To note that Louise Hutchinson has been appointed as Head of Service.
3. To appoint the Head of Service as the Proper Officer to the parking adjudicators regulations.
4. To unanimously express thanks to Bob Tinsley and appreciation of his fundamental role in helping to establish NPAS, advising the Joint Committee and managing the service as it has developed over the last seven years of rapid expansion.