

Lewes Joint Parking Board Meeting

16 January 2013

CC1, 10.00

Present:

Councillor Carl Maynard, Lead Member

Councillor Ian Eiloart

Councillor Rob Blackman

Councillor Ruth O’Keeffe

Councillor Rosalyn St Pierre

Bee Lewis

Nick Skelton

David Weeks

Antony Small

Marion Marchant

Geraldine Knight

Jason Marshall

Helen Hogarth

Agenda point		Action
1.	Welcome Apologies and Introductions	
1.1	Councillor Carl Maynard opened the meeting.	
1.2	Apologies received from James Graydon.	
2.	Review actions of previous meeting	
2.1	7.1 - A copy of the blue badge leaflet was sent to the district and borough councils. Councillor St Pierre asked if people have become distressed with the new assessment for a blue badge. GK said we do not get involved in the applications but we have not directly heard of any problems. DW said he would get the contact details for Councillor St Pierre.	DW
2.2	All other actions were completed and the notes of the previous meeting agreed.	
3.	Operational Update	
3.1	AS presented the report.	
3.2	Councillor O’Keeffe raised the issue of document verification for permit renewals. She asked if the documents can be verified as seen and not kept on file. AS said the documents are kept securely for two years then they are shredded. Every two years the Council is required to participate in the Audit Commissions National Fraud Initiative where we are required to produce a list of permits and, if deemed necessary, related documental evidence. Other options were discussed but deemed not as secure as the current method. Councillor O’Keeffe then said she was happy with the current system. Councillor Maynard asked if the documents needed for verification was clear on the guidance forms, GK said it was clear.	
3.3	Councillor O’Keeffe said she had been contacted by someone to say that their daughter cannot fill out a permit form as she is dyslexic and can the form be made shorter and easier? AS said staff in the parking shop are happy to help someone complete the form and a space away from the front desk will be made available. Councillor Maynard asked for this to go on the permit guidance notes.	
3.4	Councillor Blackman asked about permit fraud and what action is	DW

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<p>3.5</p> <p>3.6</p> <p>3.7</p>	<p>taken. DW said that people are registering cars in Lewes or obtaining scratch card permits and using them for commuter parking. DW said that we would issue a Penalty Charge Notice (PCN) and write to the permit holder to let them know that the permit has been cancelled and where possible we would remove the permit. Councillor Blackman asked how much fraud there was. DW said very few cases but scratch card permits are more of a problem, there is more in Eastbourne due to the volume of hotel permits that are issued.</p> <p>Councillor Maynard asked what documents are needed for identification which was clarified. DW said that there is a maximum number of permits allowed at one address. Councillor O’Keeffe asked if you have to take the whole of your insurance as people believe this is just the certificate. It just says policy on the guidance notes, we will see if the guidance notes can be made clearer. Councillor Maynard asked for examples of the application form and guidance notes to be brought to the next meeting.</p> <p>Councillor Blackman raised details of someone who received a PCN after forgetting to put in a registration number on a scratch card. DW advised that without all the details it is not possible to discuss the case and asked Councillor Blackman to send all the details of the PCN to him.</p> <p>Councillor Eiloart asked if it mattered if two vehicles use one permit in one space. DW said it did as that would have an effect on turnover and affect businesses. BL agreed.</p>	<p>GK</p> <p>RB/DW</p>
<p>4.</p> <p>4.1</p>	<p>Outcome of Planning Committee and review implementation</p> <p>HH gave details on the Lewes review and the outcome of the Planning Committee. HH said that the changes for Bell Lane and Ferrers Road are top priority. Councillor St Pierre asked if there were any issues for the South Malling area. HH advised that she was only aware of the new crossing being installed around the school.</p>	
<p>5.</p> <p>5.1</p>	<p>Resident and visitor parking permits for private roads within the CPZ</p> <p>Covered in 2.2</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>AOB</p> <p>Councillor Maynard said the 2011-12 annual report will be an agenda item at the next meeting. Councillor Eiloart asked what period the annual report covered and asked if the report could be changed to exact dates. This will be done for the next report covering 2012-13.</p> <p>Councillor O’Keeffe noticed that the new sign on page 24 of the annual report says you must purchase a ticket on bank holidays. DW said that this will not be on the new signs. The report looks back on the previous year, not the present time or year ahead.</p> <p>Councillor Eiloart said it seems very late to be discussing the 2011-12</p>	<p>GK</p> <p>DW</p>

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<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>annual report in July 2013. NS said that due to other work pressures the report had been delayed. Councillor Maynard added that historical workloads meant that the delays will not happen again.</p> <p>DW said we only legally have to report on operational costs, the other items in the report that make it more informative are undertaken at our discretion.</p> <p>Councillor St Pierre asked if there is a deficit on Lewes. NS explained that there is an operational surplus but the review costs have produced an overall loss. Councillor Maynard said if you have any queries on report or the finance figures please can you email NS/DW.</p> <p>Councillor St Pierre said there was a big issue with dropped kerbs near the shops in Ringmer. AS/MM will send out Civil Enforcement Officers to the area.</p> <p>Councillor St Pierre asked if the County Council would be putting their prices up in the next year as Lewes District Council are. NS said there are no current plans to raise charges.</p> <p>Councillor Eiloart asked when the car club bay in Western Road can be used. HH said that it is being used and will be formalised as part of the review work.</p>	<p>AS</p>
	<p>Next meeting to be held at 10am on TBA July 2013 Room CC1, County Hall, Lewes</p>	