
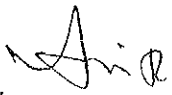


YOU ARE HEREBY SUMMONED TO ATTEND
A MEETING OF THE
CAR PARK LEASING COMMITTEE
TO BE HELD ON
MONDAY 5th DECEMBER 2011
IN THE PARISH CENTRE, LOCKLEYS DRIVE, WELWYN.
COMMENCING AT 2PM
Any member of the electorate is welcome to attend the meeting.
AGENDA

1. APOLOGIES
2. DECLARATION OF INTERESTS
3. MINUTES OF THE INAUGURAL MEETING HELD ON THE 21ST NOVEMBER 2011
4. DRAFT HEADS OF TERMS
Attached WHBC response to the proposed Draft Heads of Terms from WPC. **APPENDIX 1**
5. TO CONSIDER WPC RESPONSE TO APPENDIX 1 OF THE AGENDA
6. CLOSE OF MEETING.

Anita S Pack
Clerk to the Council



.....Posted 1st December 2011

APPENDIX 1

WELWYN PARISH COUNCIL'S (WPC) RESPONSE
TO THE DRAFT HEADS OF TERMS FOR
LEASE FOR CAR PARKS FROM
WELWYN HATFIELD BOROUGH COUNCIL (WHBC)
WELWYN PARISH COUNCIL'S FINAL PROPOSALS IN GREEN

At the WPC Full Council meeting held on Wednesday 9th November 2011 the following response was agreed to the Draft Heads of Terms for the leasing of car parks from WHBC received from the Chief Executive of WHBC Mr. M Saminaden.

Car Parks	High Street, Lockleys Drive, Broomfields, and Titmus Yard. <u>Agreed.</u>
Start Date	1/04/2012 Footnote: this is the start of the financial year and more practical to achieve. <u>Agreed.</u>
Length of lease	Full repairing lease 125 years with a break at every 12 years. <u>The Council feels that a 12 year break is too long and would be happy to compromise at 8 years.</u> Full repairing lease 125 years with a break after 9 years in 2021 and thereafter every 8 years. Footnote: The proposed first break point of 9 years followed by a break point every 8 years would suit the Parish Council's electoral process and would ensure that following an election, the new Councillors would have served a two year term before they had to consider the Car Park lease arrangement (as per the Civic Centre provision) This is agreed.
Financial	Agreed total fee of £10,000 per annum. Payable quarterly, from WPC to WHBC, leaving WPC responsible for local maintenance. Footnote : Amount to be indexed to 3% or CPI, whichever is the lower. <u>This is not agreed. The Council is happy to use CPI for this part of the agreement, but will not agree to a maximum level of 3%.</u> Amount to be indexed to CPI with an upper limit of 7%. Upper Limit is not agreed. It is equitable for both Councils to bear the upside and downside risk of interest rates equally.
Responsibilities	WHBC: To bring the car parks to a mutually agreed standard before WPC enter into a lease agreement. <u>This is agreed subject to the amount spent by the Borough Council being amortised and reimbursed by the Parish Council over a 5 to 10 year period, depending on the final agreed amount to be spent.</u> WPC do not Agree. The required works to be undertaken and funded by WHBC to bring car parks to an agreed standard. WHBC agrees to fund the following works, we are not aware of any other required works. Titmus Yard - Sweep area and fill in pot holes Re-lining bays Marking double yellow lines at the junction

	<p>Mark a hatched area for the refuse bins</p> <p><u>Broomfield – Proper clean</u></p>
Enforcement of limited period on High Street Car Park	<p>This to be the responsibility of WHBC but will incur an additional cost to WPC of £5,000 for the service. This will also be RPI indexed. This equates to a weekly cost of £100 for the inspection, issuing of Fixed penalty notices and processing of fines.</p> <p>WPC accept in principle subject to clarification of how the costs and services are defined and subject to review after a trial period. <u>The Council will be happy to review the arrangement when the contract with the parking consortium is reviewed, in 5 years time.</u></p> <p>WPC were advised that the enforcement contract was due for renewal in January 2012. WPC require clarification of what this cost comprises, and a copy of the draft contract, to include a separate cost for the enforcement of the limited period of the High Street car park. For transparency purposes for Councillors and parishioners of Welwyn parish, this information is requested.</p> <p>The contract which commences in January 2012 has been tendered and agreed with 3 other Councils for enforcement throughout the 3 Boroughs. This will include, in respect of Welwyn, a visit twice a day and approximately an hour on site. Over a year the estimated cost of £5,000 represents a net cost of about £10 per visit. There has to be travel time added to the onsite time. There is an element of revenue from the enforcement with 11 tickets being issued over the last 3 months. There is a processing cost to administer these fines. The figure of £5,000 is therefore based upon a reasonable apportionment of the overall WHBC contract cost of £320,000 based upon the frequency of the visits and associated costs less any potential revenue.</p>
Benefits to WPC	Control of parking regime in the car parks.
Benefits to WHBC	Elimination of all car park management costs <u>in Welwyn.</u> Agreed