

YOU ARE HEREBY SUMMONED TO ATTEND  
A MEETING OF THE  
CAR PARK LEASING COMMITTEE  
TO BE HELD ON  
MONDAY 21<sup>ST</sup> NOVEMBER 2011  
IN THE PARISH CENTRE, LOCKLEYS DRIVE, WELWYN.  
COMMENCING AT 11AM

Any member of the electorate is welcome to attend the meeting.

AGENDA

1. APOLOGIES
2. ELECTION OF A CHAIRMAN
3. ELECTION OF A VICE CHAIRMAN
4. DECLARATION OF INTERESTS
5. TERMS OF REFERENCE

The Terms of Reference of the Car Park Leasing Committee as agreed by Full Council on the 9<sup>th</sup> November 2011 are :

To negotiate with WHBC over handover of WHBC's car parks to WPC.

Subject to Full council approval before any final commitment.

6. Draft heads of Terms

The draft heads of terms agreed by Full Council on the 9<sup>th</sup> November 2011 are attached as **APPENDIX 1**

7. WHBC's RESPONSE TO THE COUNCILS PROPOSALS

Attached as

**APPENDIX 2**

8 TO CONSIDER WPC RESPONSE TO APPENDIX 2 OF THE AGENDA

- 8.1 Start Date 1/04/2012 Agreed
- 8.2 Length of lease Full repairing lease 125 years.  
WHBC feels that a 12 year break is too long and would be happy to compromise at 8 years.
- 8.3 Financial. Agree Payment of £ 10,000 per annum from WPC to WHBC Agreed  
Amount to be indexed to £% or CPI, whichever is the lower.  
This is not agreed. WHBC is happy to use CPI for this part of the agreement, but will not agree to a maximum level of 3%
- 8.4 Responsibilities. WHBC: To bring the car parks to a mutually agreed standard before WPC enter into a lease agreement.  
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,
- 8.5 Enforcement of limited period on High Street Car park.  
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. WPC accept in principle subject to clarification of how the costs and services are defined and subject to review after a trial period.  
The Council will be happy to review the arrangements when the contract with the parking consortium is reviewed, in 5 years time.

9 CLOSE OF MEETING.

Anita S Pack

Clerk to the Council.....



Posted 16<sup>th</sup> November 2011

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

**At the WPC Full Council meeting held on Wednesday 9<sup>th</sup> 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
Start Date	1/04/2012 <b>Footnote:</b> this is the start of the financial year and more practical to achieve.
Length of lease	Full repairing lease 125 years with a break at every 12 years <b>Footnote:</b> In line with what WHBC suggest for the Civic Centre lease renewal. The breakpoint in line with WPC 4 year electoral cycle.
Financial	Agree Payment of £10,000 per annum from WPC to WHBC. <b>Footnote :</b> Amount to be indexed to 3% or CPI, whichever is the lower. CPI is the government's preferred measure of inflation. 3% is the point the Governor of the Bank of England has to provide an explanation to the Chancellor of the Exchequer why inflation is not under control.
Responsibilities	WHBC: To bring the car parks to a mutually agreed standard before WPC enter into a lease agreement. WPC responsible for all maintenance and management costs. This to include all required capital works on the car parks and any legal and insurance obligations from managing the car parks.
Enforcement of limited period on High Street Car Park	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. WPC accept in principle subject to clarification of how the costs and services are defined and subject to review after a trial period.
Benefits to WPC	Control of parking regime in the car parks.
Benefits to WHBC	Elimination of all car park management costs

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

**At the WPC Full Council meeting held on Wednesday 9<sup>th</sup> 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 <b>Footnote:</b> 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> <b>Footnote:</b> In line with what WHBC suggest for the Civic Centre lease renewal. The breakpoint in line with WPC 4 year electoral cycle.
Financial	Agree Payment of £10,000 per annum from WPC to WHBC. <b>Footnote :</b> 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> CPI is the government's preferred measure of inflation. 3% is the point the Governor of the Bank of England has to provide an explanation to the Chancellor of the Exchequer why inflation is not under control.
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 responsible for all maintenance and management costs. This to include all required capital works on the car parks and any legal and insurance obligations from managing the car parks.
Enforcement of limited period on High Street Car Park	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. 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>
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>