

CIVIL PARKING ENFORCEMENT TASK AND FINISH GROUP

13 September 2017



Minutes of the Civil Parking Enforcement Task and Finish Group held in the Council Chamber, Town Hall, Bexhill-on-Sea on Wednesday 13 September 2017 at 10:00am.

Members of the Task and Finish Group Present:

Councillor J.J. Carroll
Councillor C.A. Clark
Councillor S.D. Elford
Councillor K.M. Field
Councillor B. Kentfield
Councillor D.B. Oliver – Substitute for Councillor Earl
Councillor J. Potts
Councillor C.J. Saint
Councillor G.F. Stevens

Invited:

Karl Taylor – East Sussex County Council
David Weeks – East Sussex County Council

Officers Present:

Dr Anthony Leonard – Executive Director of Business Operations
Lisa Hayward-Bartlett – Operations Team Leader
Hollie Farley – Marketing and Communications Account Manager
Lisa Cooper – Democratic Services Manager

CPE17/01. ELECTION OF CHAIRMAN

(1)

RESOLVED: Councillor S.D. Elford was appointed as Chairman of the Civil Parking Enforcement Task and Finish Group.

CPE17/02. APOLOGIES FOR ABSENCE

(2)

Apologies for absence were received from Councillors J. Barnes and S.H. Earl. It was noted that Councillor Oliver was present as substitute for Councillor Earl.

CPE17/03. STRUCTURE OF MEETINGS / TERMS OF REFERENCE

(4)

At its last meeting, the Overview and Scrutiny Committee (OSC) established the Civil Parking Enforcement Task and Finish Group (CPET&FG) and agreed its Terms of Reference (ToR). The CPET&FG had been tasked with reviewing East Sussex County Council's (ESCC) Business Case for Civil Parking Enforcement (CPE) in Rother and to consider the establishment of CPE to examine whether this would

alleviate parking issues, ease congestion and improve road safety across the district. Amendments made by both the OSC and Cabinet had been made to the ToR and an updated version was attached to the report as Appendix A.

Members considered whether the CPET&FG's meetings should be held in public. It was moved by Councillor Oliver and seconded by Councillor Field that meetings of the CPET&FG should be open to the public and audio recorded and published on the Council's website, alongside the minutes of the meetings. On putting the motion to the vote, it was LOST 3 votes to 5.

After discussion it was agreed that the CPET&FG's meetings would be held in private to enable full and frank debate whilst the Group was formulating its views and gathering evidence. The public would be kept informed through the actions proposed within the Communications Plan and the publication of the minutes of the meetings and thereafter public debate at the OSC, Cabinet and full Council meetings.

With regard to the timetable, it was noted that at least a further four meetings would be required to enable the CPET&FG to complete its ToR. The proposed dates and work to be undertaken were detailed as follows:

- **Thursday 5 October at 10:00am** – Further review/completion of the business case; ESCC plans for highway improvements/changes around the district and how this fits with the context of CPE.
- **Wednesday 1 November at 10:00am** – RDC off-road Car Parks and electric vehicle charging points.
- **Wednesday 29 November at 10:00am** – Evidence gathering from invited stakeholders – this might require more than one meeting or an all-day meeting depending on approach to be adopted.
- **Wednesday 10 January 2018 at 10:00am** – Agree draft report to OSC with CPE recommendations.

Members were asked to note the dates and it was confirmed all meetings would be held in the Council Chamber; it was noted that meetings would only take place if there was sufficient business / rationale for the meeting.

Members considered the list of identified stakeholders and it was confirmed that this list was not exhaustive and could be added to as and when additional stakeholders were identified. It was clarified that the Chambers of Commerce included all those across the District (Battle, Bexhill and Rye). Stakeholders would be invited to attend the meeting on the 29 November in order to share their views / impact on the possible introduction of CPE across the district.

RESOLVED: That:

- 1) the amended Terms of Reference be noted;
- 2) all meetings of the Civil Parking Enforcement Task and Finish Group be held in private and that the minutes of the meetings be made available to the public;

- 3) the future meetings dates of the Civil Parking Enforcement Task and Finish Group be noted; and
- 4) the list of Stakeholders be invited to the meeting scheduled to be held on Wednesday 29 November 2017 be agreed as submitted.

CPE17/04.
(5)

BUSINESS CASE FOR CIVIL PARKING ENFORCEMENT IN ROTHER DISTRICT – DETAILED PRESENTATION BY EAST SUSSEX COUNTY COUNCIL

The Chairman welcomed Karl Taylor – Assistant Director Operations and David Weeks – Team Manager from East Sussex County Council (ESCC) to the meeting who proceeded to outline the Business Case for Civil Parking Enforcement (CPE) in Rother District that had previously been considered by the OSC.

It was noted that Members would receive a brief overview at this meeting and the detail, including proposals for permit holder zones, charging structures and pay and display would be presented at the meeting due to be held on 5 October. This information would be sent to Members in good time, prior to the next meeting, together with the Rother Request and Action Spreadsheet, which detailed issues that had already been reported and added to by Members earlier in the year. This spreadsheet could be further added to and Members would be reminded to submit any additional issues to the next meeting, such as parking on grass verges in the rural areas.

Members were keen to ensure that the introduction of CPE dovetailed and took account of ESCC's plans for highway improvements / traffic management that could potentially impact on CPE schemes introduced. It was noted that this concern had already been identified as an issue and relevant ESCC officers from Highways would be invited to attend and discuss future plans for road improvements across the district. In light of any plans, which may or may not come to fruition, Members would have to determine whether the time was right to introduce CPE; it was not possible to introduce CPE in parts of the district, it could only be introduced district wide.

It was clarified that the initial application to the Department for Transport (DfT) for CPE powers (transfer of power from Police to ESCC to enforce parking restrictions) would be on the existing Traffic Regulation Orders (TROs) in operation. An assessment of the current TROs would be made to ensure that they were all correct, in place and appropriate and any necessary corrections would be made at this point. Following the introduction of CPE, parking reviews would take place and ways to enhance and improve the existing scheme would be prioritised and implemented; this was a due legal process and no authority from the DfT was required.

RESOLVED: That:

- 1) the presentation be noted;

- 2) the detailed information on proposed permit holder zones, charging structures, pay and display and Rother Request and Action Sheet be circulated to Members well in advance of the meeting to be held on 5 October;
- 3) Officers from ESCC Highways be invited to attend the next meeting to discuss highway improvements / traffic management plans for across the district; and
- 4) Members be reminded to forward any further parking issues across the district to be included within the Rother Request and Action Sheet.

CPE17/05. CIVIL PARKING ENFORCEMENT – COMMUNICATION PLAN

(6)

Members considered a report that set out the Communication Plan for the review of Civil Parking Enforcement. The Plan set out the key dates, audiences and methods for communications; the Council's Marketing and Communications Account Manager was present at the meeting and would be supporting the communication activities as highlighted within the Plan. It was noted that not all Parish and Town Councils across the district produced newsletters and it was recommended that contact be made with the Clerks to ascertain the best communication methods within their parishes to get information out to residents.

RESOLVED: That:

- 1) the communications plan be noted; and
- 2) the Marketing and Communications Account Manager make contact with all Town and Parish Clerks across the district to ascertain the best communication methods to be used within their locality.

CPE17/06. ANY OTHER BUSINESS

(7)

There were no any other business items proposed.

CPE17/07. DATE OF NEXT MEETING

(8)

The date of the next meeting was arranged for Thursday 5 October 2017 at 10:00am to be held in the Council Chamber.

Chairman

The meeting closed at 10:59am.

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