

To: All Members of the Environment Committee

Dear Councillor,

**ENVIRONMENT COMMITTEE - TUESDAY, 17TH OCTOBER, 2023,
Council Chamber - Epsom Town Hall,
<https://www.youtube.com/@epsomandewellBC/playlists>**

Please find attached the following document(s) for the meeting of the Environment Committee to be held on Tuesday, 17th October, 2023.

7. **CAR PARK WORKING GROUP - TERMS OF REFERENCE** (Pages 3 - 10)

This report sets out the Terms of Reference for the Car Park Working Group.

9. **URGENT DECISIONS** (Pages 11 - 14)

To report to this committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1 since the last Environment Committee on 13 June 2023.

For further information, please contact democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

Yours sincerely



Chief Executive

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CAR PARK WORKING GROUP - TERMS OF REFERENCE

Head of Service:	Rod Brown, Head of Housing & Community
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Terms of Reference

Summary

This report sets out the Terms of Reference for the Car Park Working Group

Recommendation (s)

The Committee is asked to:

- (1) Agree to the continuation of a Car Parking Working Group**
- (2) Approve the Terms of Reference for the Car Park Working Group as set out in Appendix 1**
- (3) Agree the Membership of the Car Park Working Group for 2023/24 as set out in section 3 of this report.**

1 Reason for Recommendation

- 1.1 The terms of reference have been amended from those in place for the last municipal year to reflect new membership details and that this is a newly constituted working group.

2 Background

- 2.1 The Car Park Working Group is a subgroup of the Environment Committee. Where this Committee wishes to establish a working group each municipal year, this Committee is invited to consider and approve its establishment and its Terms of reference for the year ahead.
- 2.2 It looks at the Council's car parking arrangements and makes recommendations as set out in its Terms of Reference shown in appendix 1.

- 2.3 These terms of reference have been updated with the key change being the annual allocation of membership of the group for each political group / party.

3 Membership

- 3.1 The following Councillors have been nominated by their respective parties to sit on the working group:

Residents Association	Cllr Arthur Abdulin
Residents Association	Cllr Steven McCormick
Residents Association	Cllr Tony Froud
Liberal Democrats	Cllr Julie Morris
Labour	Cllr Kate Chinn
Conservative	Cllr Kieran Persand

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment
- 4.1.1 No issues arising from this report.
- 4.2 Crime & Disorder
- 4.2.1 No issues arising from this report
- 4.3 Safeguarding
- 4.3.1 No issues arising from this report
- 4.4 Dependencies
- 4.4.1 None
- 4.5 Other
- 4.5.1 None

5 Financial Implications

- 5.1 **Section 151 Officer's comments:** It is important that the Council consider the level of parking fees and charges in their car parks. There are no financial implications arising from the proposed amendments to the Working Group Terms of Reference.

6 Legal Implications

- 6.1 **Legal Officer's comments:** the Working Group has no decision making powers but it will report its recommendations and views to the Environment Committee where necessary.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council / Opportunity and Prosperity
- 7.2 **Service Plans:** Car parking is an important element of the Council's financial strategy and providing support to its town centres.
- 7.3 **Climate & Environmental Impact of recommendations:** The Borough's car parks have a role to play in the climate change action plan, linking with actions to encourage more sustainable transport options and implementing public electric charging points in Council operated Car Parks. Consideration could also be given to investigating the feasibility of our car parks for solar canopies.
- 7.4 **Sustainability Policy & Community Safety Implications:** None
- 7.5 **Partnerships:** The Borough car parks are designed to support local businesses and retailers.

8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Car Park Working Group Terms of Reference 24 January 2023

Other papers:

- None

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CAR PARKING WORKING GROUP

TERMS OF REFERENCE

**TERMS OF REFERENCE TO BE AGREED BY THE ENVIRONMENT
COMMITTEE ON TUESDAY 17TH OCTOBER**

Role of the Group

1. To assess if Epsom & Ewell Borough car parks (i.e. those owned and/or managed - under a contractual agreement which allows for the changed use of that car park - by the Council only) are fit for purpose in a changing environment, and to make recommendations to the relevant Committees. These include:
 - To assess current car park infrastructure and usage.
 - To investigate additional capacity in car parks across the borough.
 - To explore options to replace or upgrade existing car park equipment when required.
 - To consider alternative use of car parks in conjunction with other Council priorities.
 - To understand changes in car ownership and usage, and reflect these in the car park offering across the borough.

2. To discuss the short-, medium- and long-term car park strategy which can then be included in Epsom & Ewell's Parking Strategy, working in conjunction with the Local Plan, our venues and economic development. Establish the views of stakeholders including businesses located within the borough.

3. To assess the safety, ease of use and value for money for car park users whilst considering the economic vitality of Epsom & Ewell. To include:
 - Examining fees & charges for onward discussion.
 - Looking at parking permit feasibility options including workers / commuters / residents.
 - Examining changing trends of payment systems used in the car parks including electronic methods.
 - Understand what neighbouring councils are doing to ensure that we offer best value

4. To explore options to future-proof the Boroughs car parking services.
To include:
 - To consider the impact of the changes of retail habits and in the retail offering provided within the Borough.
 - To assess the impact of changes to Surrey County Councils on-street parking strategy as well as local building developments as part of the Local Plan which may impact the Boroughs car parks.
 - To explore the opportunities for further electric vehicle and net zero charging within the borough car parks.
 - To explore the opportunities for commercial activities such as advertising within the Borough car parks.
5. To explore and discuss options for changes to existing car park usage including options for recreation grounds, parks and open spaces parking.

Decision Making/Reporting

Reports and recommendations from the Group will need to be presented through the Committee process to Environment Committee and potentially Strategy & Resources Committee, depending on the nature of the item.

Any consideration of options and thereafter proposed recommendations must be clear that consideration of the outcome of departmental Financial Sustainability discussions are taken into account to avoid recommendations being proposed for approval by Council/Committee that may nullify or fail to take into account internal budget discussions/decisions applicable to car parking across the Council.

Membership

This working group shall last for the remainder of this municipal year (i.e. 2023/2024).

The membership will consist of the Members as agreed by the Environment Committee.

Officers will provide support as listed. Stakeholders will be consulted and then invited to attend meetings, if appropriate

Officers:	Head of Housing and Community
	Parking & Enforcement Manager
	Chief Accountant / Senior Accountant
As required:	Head of Property & Regeneration
	Head of Operational Services
	Planning Policy

The Car Parking Working Group should consist of six Members*, excluding the Chair and Vice Chair of Environment. This should consist of three Members representing the Residents' Association, one from the Labour Party, one from the Liberal Democrats and one from the Conservative Party. If any of the Groups decide to relinquish their seat(s) then the Group will operate at a reduced capacity.

It is recommended that included in the representation of the committee is one Councillor from the Town Ward and one from the Ewell Ward as this is where a vast majority of the Council car parks are situated. If this is not possible from the existing membership of the Environment Committee then the Chair / Vice Chair has the facility to invite a ward Councillor(s) to the meeting to take part in the discussions.

*preferably from membership from the Environment Committee

Frequency & Timing of Meeting

The frequency and start time of meetings will be determined by the Chair or Vice Chair of Environment Committee in consultation with the Head of Housing and Community.

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URGENT DECISIONS

Head of Service:	Victoria Potts, Interim Director of Environment, Housing and Regeneration
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

To report to this committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1 since the last Environment Committee on 13 June 2023.

Recommendation (s)

The Committee is asked to:

- (1) To note the urgent decisions taken and the reasons for those decisions, since the last Environment Committee on 13 June 2023.**

1 Reason for Recommendation

- 1.1 To report to this committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with Appendix 2 to the Constitution – The Scheme of Delegation paragraph 3.1.

2 Background

- 2.1 Appendix 2 to the Constitution – The scheme of delegation sets out at Paragraph 3.1 that the Chief Executive and Directors are authorised to take decisions on grounds of urgency regarding matters which would otherwise be reserved for determination by a Committee or Council. A matter can be deemed urgent if, in the reasonable opinion of the officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision.

- 2.2 Since the last meeting of the Environment Committee held on 13 June 2023, two urgent decisions have been taken by the Interim Director of Environment, Housing and Regeneration in consultation with the Chair of the Committee, Cllr John Beckett. These are set out below.
- 2.3 Decision 1 – To approve a temporary stand by scheme for waste services to be implemented on 18 September 2023.
- 2.4 Urgency reason 1 – To enable waste services to operate business-as-usual during a period where staffing shortages are affecting the Council’s ability to deliver the full service.
- 2.5 Decision 2 – a) To enter into a contract with a local business to offer a bespoke parking offer for a trial period of 6 months. b) To agree a variation to the permit charge for the Ashley Centre for a period of 6 months, for a maximum of 5 users at any one time, up to 18 permits to support District Nurses.
- 2.6 Urgency reason 2 – To give certainty to and support the organisations subject to these proposals.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - 3.1.1 None arising from this report.
- 3.2 Crime & Disorder
 - 3.2.1 None arising from this report.
- 3.3 Safeguarding
 - 3.3.1 None arising from this report.
- 3.4 Dependencies
 - 3.4.1 None arising from this report.
- 3.5 Other
 - 3.5.1 None arising from this report.

4 Financial Implications

- 4.1 Decision 1 – To run the service for a 13-week period, this will have an additional cost of approximately£88,000 which will be funded from existing budgets within this Committee.

4.2 Decision 2 - These two proposals will contribute towards achieving existing car parking income targets.

4.3 Financial implications are included within each decision form.

4.4 **Section 151 Officer's comments:** None for the purposes of this report.

5 Legal Implications

5.1 Decision 1 – none arising.

5.2 Decision 2 – none arising.

5.3 **Legal Officer's comments:** None for the purposes of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged by the urgent decisions taken:

- To strengthen the Council's financial independence.
- To encourage and support business creation and growth.
- To work with partners to improve the health and wellbeing of our communities, focusing in particular on those who are most vulnerable.

6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None arising from this report.

6.4 **Sustainability Policy & Community Safety Implications:** None arising from this report.

6.5 **Partnerships:** Not applicable to this report.

7 Background papers

7.1 There are no relevant background papers. The decisions have been reported in Members News.

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