



## **OFFICER REPORT TO LOCAL COMMITTEE (RUNNYMEDE)**

### **CIVIL PARKING ENFORCEMENT JOINT MEMBER WORKING GROUP**

**26 February 2010**

#### **KEY ISSUE**

To approve the membership and terms of reference of the Civil Parking Enforcement (CPE) Joint Member Working Group.

#### **SUMMARY**

The Local Committee has agreed the need for a CPE Joint Member Working Group to consider the operation of CPE and requests for changes to the parking controls in Runnymede. Members of the working group need to be nominated by the committee. Any such working group needs Terms of Reference and these need to be approved by the committee.

#### **OFFICER RECOMMENDATIONS**

**The Local Committee (Runnymede) is asked to agree that:**

- (i) the Chairman and the Vice Chairman of the committee are nominated for membership of the CPE Joint Member Working Group, and that Runnymede Borough Council is asked to nominate two members also;
- (ii) the terms of reference for the CPE Joint Member Working Group, as set out in Annex A, are approved.

## **1 INTRODUCTION AND BACKGROUND**

- 1.1 In December 2002 the Local Committee agreed to establish a Joint Member Working Group to consider the operation of civil parking enforcement (CPE) and requests for any changes to parking controls in Runnymede. The committee decided that the group should consist of two County Members and two Borough Members.
- 1.2 Any such group established by a Local Committee should have formalised terms of reference.

## **2 ANALYSIS**

- 2.1 The County Council's Parking Team is due to carry out a review of requests for changes or additions to the parking controls in Runnymede during March and April. The Working Group should then meet to consider the assessments of these requests and agree recommendations to be reported to the Local Committee on 2 July 2010. It is therefore timely for the committee to agree the membership of the working Group. In addition the Working Group can consider the outcome of the consultations in relation to the possible resident permit schemes in Egham Hythe, details of which have been separately reported to this committee.
- 2.2 The proposed terms of reference are set out in Annex A, and reflect the role of the Working Group.

## **3 OPTIONS**

- 3.1 Agree the membership and terms of reference of the Working Group.
- 3.2 Disband the Working Group.
- 3.3 Amend the terms of reference of the Working Group.

## **4 CONSULTATIONS**

- 4.1 None.

## **5 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

- 5.1 None.

## **6 EQUALITIES AND DIVERSITY IMPLICATIONS**

6.1 None.

## 7 CRIME AND DISORDER IMPLICATIONS

7.1 None.

## 8 CONCLUSION AND RECOMMENDATIONS

8.1 The Local Committee should decide the membership of the Joint Member Working Group, and its terms of reference.

## 9 REASONS FOR RECOMMENDATIONS

9.1 Without an agreed membership the Working Group cannot function and fulfil its intended role.

9.2 Corporate advice has been given that groups such as the Working Group need defined terms of reference.

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### BACKGROUND PAPERS:

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## **SCC Local Committee (Runnymede)**

### **Civil Parking Enforcement Joint Member Working Group: Terms Of Reference**

1. The Working Group will contain four appointees from the membership of the Local Committee: two County and two Borough Councillors.
2. The Working Group will advise and make recommendations to the Local Committee - it has no formal decision-making powers.
3. The Working Group will, unless otherwise agreed, meet in private.
4. The Working Group will keep a record of its actions.
5. The Working Group will make recommendations on any issues with regard to parking controls and civil parking enforcement.
6. Officers supporting a Working Group will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee.
7. The Working Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.