



**OXFORDSHIRE
COUNTY COUNCIL**

Reference: KJS/TCAgency

Communities
County Hall
New Road
Oxford
OX1 1ND

The Town Clerk
Thame Town Council
Town Hall
High Street
Thame
Oxfordshire
OX9 3DP



Bill Cotton
Corporate Director for
Environment and Place

6 July 2021

By EMAIL and POST

Dear Sir

Section 101 Agency Agreement for on-street Civil Parking Enforcement

As you are aware from conversations with Officers, the County Council has applied to the Department for Transport (DfT) for Civil Parking Enforcement Powers to be made available to the County Council for on-street parking enforcement in Cherwell, South Oxfordshire and Vale of White Horse District Council areas. The DfT has provided us with a draft Statutory Instrument to enable to powers to be available to us with a proposed start date of 1 November 2021. This does not affect management of off-street parking which will remain the responsibility of the District Councils under the Traffic Management Act. We have also procured a service provider, Conduent, to undertake the on-street parking enforcement in these areas.

As discussed previously, these new arrangements will bring to an end the existing agency arrangement that we have with you. I therefore write to formally give notice that the agency agreement between Oxfordshire County Council and Thame Town Council will come to an end in accordance with the agreement as detailed under Section/Clause 13. The agreement details a notice period of twelve months making the formal end date 5 July 2022. However, the County Council would like to secure an end date of 31 October 2021 in order to provide a seamless and consistent transfer of services with all our agency partners. Officers will be in contact with you shortly to discuss the option of an early end date. Staff working in the Town Council that predominantly work on on-street parking enforcement will be entitled to transfer, under the TUPE regulations, to Conduent, the new service provider, and I am aware that you have previously supplied details of these staff as part of our tender process. Officers from both Oxfordshire County Council and Conduent will be in touch shortly to confirm the arrangements for any transfers. The end of the Agency Agreement includes the issuing and administration of resident permits for parking (on-street).

I would also like to take the opportunity to thank the Town Council for all the hard work you have put into the agency arrangements to provide services to the communities that you represent.

I should be grateful if you would acknowledge receipt of the letter and confirm that you agree an end date of 31 October 2021.

Yours sincerely



Bill Cotton
Corporate Director for Environment and Place

Key Contact: Keith Stenning – Head of Service for Network Management



www.oxfordshire.gov.uk