MEMORANDUM OF UNDERSTANDING

QUALITY NETWORK PARTNERSHIP

FOR HAYWARDS HEATH

Fostering A Joined Up Approach To Public Transport.

Parties to the Agreement:-

HAYWARDS HEATH TOWN COUNCIL of The Town Hall, 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA

WEST SUSSEX COUNTY COUNCIL of County Hall, West Street, Chichester. West Sussex PO19 1RQ

MID SUSSEX DISTRICT COUNCIL of Oakland Campus, Oaklands Road, Haywards Heath, West Sussex, RH16 1BA

METROBUS Ltd of Wheatstone Close, Crawley, West Sussex, RH10 9UA

COMPASS TRAVEL of Faraday Close, Durrington, Worthing. BN13 3RB

theSussexBus.com of Fairbridge Way, Burgess Hill, RH15 8BF

SOUTHDOWN PSV of Unit 3 Silverwood, Snow Hill, Copthorne, RH10 3EN

SOUTHERN RAIL of PO Box 3021, Bristol BS2 2BS

1.0 Introduction and Aim

1.1 This Memorandum of Understanding follows recent discussions between the parties above directed towards creating a Quality Network Partnership (QNP) serving Haywards Heath with the broad aim of creating an integrated public transport network through partnership.

1.2 The QNP aims to provide residents of and visitors to Haywards Heath with a real and attractive alternative for many of the journeys currently made by private car. This will help to cut traffic related road congestion, air and noise pollution and help businesses proposer in the Town.

1.3 The fully integrated approach to be adopted aims to develop a network to include the following:

- Routes and corridors designated with a minimum service level based on demand, with integration between rail and bus (where feasible).
- To roll out a modern, safe and efficient fleet of vehicles and supporting infrastructure.
- Planned timetabling.
- Real Time information on all routes serving the QNP area, with public display using screens, mobile and internet technology (where suitable).
- A common and interchangeable ticketing scheme, possibly incorporating smartcard technology, for integrated ticketing between services and operators.
• Traffic management schemes, parking controls, street works orders and bus priority schemes, supported by strong enforcement measures that allow buses to offer quick and punctual services at all times.
• Route specific marketing and wider marketing.
• Introduction of a wider Town Travel Plan Strategy, which will develop an ongoing set of measures aimed at enhancing the QNP.

2.0 Stakeholders and Status of the Agreement

2.1 This “Memorandum of Understanding” defines a voluntary agreement between the Primary Partners (as defined below) committed to the operation of a QNP within Haywards Heath.

2.2 The QNP will co-ordinate the use of powers included in the Transport Act 2000 and the Local Transport Act 2008, and related guidance, which make provision for local transport authorities to create and develop either statutory or voluntary QNP's. The Haywards QNP is voluntary. Its aim is to assist the partners to increase public transport usage through improving services, whilst building upon the viability and sustainability of the commercial public transport network.

2.3 The QNP will encourage and facilitate the use of both existing and new powers to allow both bus and train operators to develop and enhance the commercial public transport network, while supporting subsidised services where identified needs cannot be met commercially, providing the public with a viable alternative to the car for commuting, retail and leisure journeys to and within the Town.

2.4 The QNP will not possess either legal powers of its own, or a permanent legal status. It will effect its objectives by gaining consensus for particular projects, and promoting the establishment of agreement between groups of the Primary (and possibly Secondary) Partners to achieve these objectives. It will be a voluntary association, hosted by Haywards Heath Town. In the event of the QNP needing to have bank account facilities, these will be provided via the host organisation.

3.0 Organisation

3.1 The members of the partnership are broken into two distinct groupings. Primary Partners will be responsible for directly implementing QNP objectives, and will be signatories to this “Memorandum of Understanding.” Secondary Partners will called upon for advice or be consulted with in relation to outcomes of initiatives of the QNP.

3.2 Primary Partners: -

• Haywards Heath Town Council
• West Sussex County Councill
• Mid Sussex District Council
• Metrobus Ltd
• Compass Travel
• theSussexBus.com
• Southdown PSV

3.3 Secondary Partners, for example: -

• Department For Transport,
• Easit,
• Cycle Representatives,
• Taxi Representatives,
• Developers,
Businesses,
Haywards Heath Town Team,
Transport Users Representatives.

4.0 Partnership Board and Wider Reference Group

4.1 The QNP shall be made up of a Partnership Board comprising of one representative from each of the Primary Partners. The Board shall have powers to co-opt additional members. The Partnership Board shall be chaired by a representative from the host organisation. The Board and Chair shall be supported by an Executive Assistant role that shall be provided by the Town Council, the host organisation, as a contribution in kind. The roles and responsibilities of these officers shall be defined in Annex A to this Agreement. It is intended that the Partnership Board will meet quarterly.

4.2 The QNP will form sub-groups where appropriate to consider details on particular issues. Their membership may be drawn from Secondary as well as Primary Partners. Sub-groups will in due course report back to the Partnership Board. Within both sub-groups and the main Partnership Board, the aim will be to arrive at decisions by consensus. This recognises that, given the numerical strength of the particular groupings represented on the Board, any form of voting by majority would (or potentially could) disadvantage individual members.

4.3 Resignation of a Partner If a primary Partner organisation wishes to leave the QNP, it must provide three months notice to this effect to the remaining Partners.

5.0 Partnership Objectives

5.1 The over-arching principle of the QNP is that the Local Authorities and others will provide infrastructure, traffic management, parking restrictions, bus priority schemes and an enforcement regime which allows the transport operators to improve operating speeds and hence generate resources to improve frequencies at no additional cost and deliver higher punctuality and efficiency.

5.2 In exchange, the bus and train operators will invest in modern vehicles, staff training, information services and improved standards of service. In addition they will consult the other partners on fares and service frequencies where appropriate.

5.3 This partnership’s objectives will thus include, but will not be restricted to:-

- Establishing what bus network is appropriate to the partnership area including routing, frequency, ticketing and bus priority based on careful market research of users and potential users, and co-ordination of bus and train timetabling;
- Using the expertise of the transport operators to determine the measures needed to make the network commercially sustainable in the longer term;
- Negotiating within the partners and with other stakeholders to implement plan/policies for the creation of the network which takes into account the delivery constraints and Utilise the advice, working methods and policies brought forward by third parties.
- Agreeing an appropriate ticketing strategy to encourage optimal use of public transport services.
- Working with QNP over branding and publicising the partnership and the services to customers.
• Assembling the resources required to facilitate the creation and sustainability of the network whether from statutory sources, Section 106 Agreements or voluntary commitment.
• Developing and then entering into Agreements with the transport operators for the provision of the network in the expectation that the network, properly planned and launched, is commercially sustainable in the long term and takes into account funding of socially necessary services;
• Establishing mechanisms for funding network wide travel schemes, including partnership travel cards, 16-19 travel schemes, student travel schemes and the fair distribution of revenues to operators; and
• Considering any other measures as may be requested by the statutory bodies and members of the partnership to enhance the activities of the partnership and to the benefit of the wider community.

5.4 It is recognised that the objectives described above may require expenditure to bring about. The QNP will not initially have funds of its own (though this position may change if new legal powers make it possible for fund-raising to be legally possible) so the intention is that each QNP member will be responsible for funding its own work within the QNP agreed plans.

6.0 Duration of Agreement

6.1 This Agreement will remain in force for a period of four (4) years from the date of execution.

6.2 During its fourth year of operation, steps will be taken either to renew the Agreement for a further period or to replace it with some other form of co-operative measure with the aim of continuing the work initiated during the first period of operation.

7.0 QNP Area of Operation

7.1 The QNP will focus its efforts on Haywards Heath, defined as being the administrative boundary of Haywards Heath Town, whilst looking at the principal transport corridors leading from all directions into and out of the Town.

7.2 This definition is accepted as being imprecise and, should this prove necessary, will be re-defined by the Primary Partners at a later date.

Signed by authorised signatory of;

HAYWARDS HEATH TOWN COUNCIL
Signed…………………………………………. Dated…………………….

WEST SUSSEX COUNTY COUNCIL
Signed…………………………………………. Dated…………………….

MID SUSSEX DISTRICT COUNCIL
Signed…………………………………………. Dated…………………….
Annex A

Executive Assistant (Town Clerk) to the Haywards Heath Quality Network Partnership.

The QNP is a partnership of local authorities, public bodies and transport operators dedicated to improve the quality of public transport in Haywards Heath and along key corridors serving the Town. The Partnership Board and Chair is supported by an Executive Assistant (Town Clerk) who will build the role into their job remit and be funded in kind by Haywards Heath Town Council as the host organisation.

The Executive Assistant will support the Board by preparing agenda’s, taking and then circulating minutes. The role will also involve undertaking official correspondence of the Partnership and progressing discussions and negotiations on behalf of the Partnership. The role will be expected to work closely with the Chair of the Partnership (provided by Haywards Heath Town Council as the owner of the Partnership), taking direction as required. The Executive Officer will represent the Board and Partnership at meetings but ultimately will report to and be responsible to the Chair.