

Car Park Working Group – Car Park Plan 2018 Terms of Reference

Scoping report

Overview

In 2015 the Overview & Scrutiny Committee agreed to set up an Car Park Review Group to undertake a strategic review of the Council's off street parking policies so that Teignbridge's parking policy and operations remain current and effective to reflect the local need, whilst being cost-effective, embracing of new technologies and approaches to car parking.

The review was to specifically examine:

1. Comparisons with other neighbouring local authorities off street car parking policies and charges.
2. Potential modernisation of car parking equipment e.g. charging systems, number plate recognition and use of mobile phones, by identifying which car parks would benefit from this and pay on exit systems.
3. To understand the effects of car parking with the redevelopment of Newton Abbot (Halcyon Road area).
4. To consider the differing needs in each of the following areas: rural/urban/coastal and seasonal charges.
5. Management of Forde House Campus facility to ensure complex related usage.

The Review Group focus was initially on items 1, 2 and 4, with an agreement to review all of the issues in more detail as part of a strategic approach to the Council's Car Parks.

At the Overview and Scrutiny Committee on the 9th April 2018 it was agreed to reconvene the Review Group, to have the following political make up to reflect the balance of the Council: 3 x Conservative Councillors, 2 x Liberal Democrat and 1 x Independent. The Chair of the group is to be appointed at the first meeting of the group on the 8th May 2018. The Portfolio Holder for Car Parks would also be in attendance to observe and input when requested.

Approach

The cross party Review Group will meet to progress a Car Park Plan which will set out how the Council will manage and maintain its car park assets. This will include:

- How fees and charges are reviewed and set, including permits
- The role and purpose of the Council's car parks
- Future investment plans to upgrade the car parks
- Future investment plans to improve the customer's experience
- How the Council will deal with requests related to the car parks
- A review of each car park to look at its primary function and future plans for management
- An overview of which decisions will be made under delegated authority to the Portfolio Holder or officers, and which will go to the Working Group for consideration.

The group will canvass the views of car park users, local businesses, and Town and Parish Councils to help the Council understand how it can best support the needs of the communities in which the car park is located.

The group will be provided with up to date information on car park usage, presentations on emerging technologies, finance, and legislation.

A formal consultation period will form part of this process, and an engagement plan will be developed and presented to the Group.

Recommendations that could involve a budget request will need to be approximately costed for future budget planning.

The Plan will be included on the Overview and Scrutiny work plan.

Timetable.

Review group to meet on a 2 monthly cycle following on from Overview and Scrutiny Committee meetings

Reports to the O&S Committee at the draft consultation stage of the Plan and for final sign off.

Reports to Executive at the draft consultation stage of the Plan and for final sign off.