

## **Task and Finish Group Terms of Reference**

### **Name of Group**

Car Parks Plan Task and Finish Group

### **Decision making body to whom it will report**

Overview and Scrutiny Committee (2) with recommendations to Executive

### **Terms of reference**

The main purpose of the group will be to inform the develop a new Car Parks plan for Council run car parks and parking spaces, to make the car parks service and processes as transparent as possible. The plan will clearly set out:

- The purpose of the car parks
- The role of car parks in relation to the Council's Declaration of a Climate Emergency
- How the car parks will be managed
- How the Council will deal with underutilised and free car parks
- Future investment opportunities

### **Time limit for work and to whom report should be submitted**

#### **Car Parking Plan**

On the basis that the group first meets on 5 May 2022, it is suggested that the timeline will be:

- May – June 2022 – Undertaking research and agreeing the content of the Plan, including review of previous work – meeting at the end of June 2022
- July 2022 – August 2022 - Engagement with car park users, local businesses, and Town and Parish Councils as to how they see the car parks working in the future – meeting early September 2022
- September 2022 – November 2022 - Drafting the Plan - meeting early December 2022 to consider the recommendation for Overview & Scrutiny Committee (1)
- 13 December 2022 - Consideration of the final plan by Overview and Scrutiny (2)
- 3 January 2023 Car Park Plan presented to Executive

### **Group Membership**

The group will consist of the following mix of Councillors. Members are Cllrs Hocking, Morgan, H Cox, G Hook, Jeffery, Tume.

### **Group chair**

This will be elected at the first meeting on 5 May 2022.

### **Resources**

Notes of the meeting will be taken by the Lead Officer, Tonya Short, Parking Services Manager or colleague, who will attend the meetings and support the members.

The Parking Services Manager will be responsible for the writing of the plan and associated reports with input from members.

### **Lead Officer(s)**

Parking Services Support Manager - Tonya Short

Assets Manager – Stephen Forsey

### **Consultees / interested parties to be invited to participate**

It is envisaged that engagement will take place with Town and Parish Council's, local businesses, DCC, other local authorities and the public. This will be undertaken by the group including members.

### **SLT/CMT Officer comments if any**

This Plan will help to provide clarity of how the Council's car parks are managed, improving transparency for customers. The Plan will identify ways in which the service can contribute to the Council's ambitions to reduce the impact of climate change so fits very well with corporate objectives.

The ability to resource this group will depend on officer availability, as the Parking Services team have a number of operational responsibilities which may need to take priority at times. It is therefore essential that the Group are able to take a proactive role in this work and ensure that the workload and programme are both realistic and achievable.

Neil Blaney, Head of Place and Commercial Services