

## Overview and Scrutiny report – Teignbridge Car Park Plan Review Group

### Review Group Terms of Reference

#### **Background**

In 2015 a Car Park review group was set up by the Overview and Scrutiny Committee to look at fees and charges, and potential future improvements and investments into the way the service ran and car parks operated. The recommendations from the group have now all been implemented, with the exception of the creation of a new Plan.

#### **Purpose of the Review Group**

The main purpose of the group is to 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
- The Council's approach to setting fees and charges
- How the Council will deal with non-parking uses and disposal of assets
- Future investment opportunities

#### **Membership**

The group will consist of the following mix of Councillors, reflecting the political make-up of the Council: 3 x Liberal Democrats, 2 x Conservative, 1 x independent.

The Group leaders will nominate the representatives to sit on this group.

The Chair of the group will be elected by the group as the first action of its first meeting.

#### **Timetable**

On the basis that the group meets from the beginning of December 2019, it is suggested that the timeline will be:

- Dec 19 – Feb 20 – Undertaking research and agreeing the content of the Plan, including review of previous work.
- Mar – Jun 20 – Consultation and engagement with car park users, local businesses, and Town and Parish Councils (includes progress reports to Overview and Scrutiny committee and Executive)
- Jun – Aug 20 – Drafting the Plan
- Sep – Oct 20 – Formal consultation on final Plan (including committee sign off for consultation via O&S and Executive)
- Dec 20 – Final plan presented to the Council for adoption.

Within this timescale the group will meet monthly.

#### **Out of scope**

The group will not be involved in the setting of fees and charges as part of the annual budget setting process, although the plan will set out the general approach that will be taken.