

CAR PARKING WORKING GROUP – TERMS OF REFERENCE

<u>Report of the:</u>	Head of Customer Services & Business Support
<u>Contact:</u>	Joy Stevens
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices (attached):</u>	None
Annexe 1 Terms of Reference	
<u>Other available papers (not attached):</u>	None

REPORT SUMMARY

This report outlines the Terms of Reference agreed by the Car Parking Working Group.

RECOMMENDATION

That the Committee approves the Terms of Reference for the Car Parking Working Group outlined at paragraph 3 of this report.

Notes

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Council requires to consider and balance the effective management of parking spaces, the promotion of economic vitality and the current financial situation.

2 Background

- 2.1 At the meeting of the the Environment Committee on 27 October 2015, the Committee agreed that a Car Parking Working Group, comprising Councillors Michael Arthur, John Beckett, Neil Dallen, Robert Geleit and Jane Race and relevant officers be set up.
- 2.2 The first meeting was held on 24 November 2015, where Terms of Reference were discussed and agreed. These Terms of Reference are now being brought back to this Committee for approval as agreed in the last Environment Committee.

3 Proposals

- 3.1 That the following Car Parking Working Group Terms of Reference are noted and approved –

Purpose of the Group

1. To assess if Epsom & Ewell Borough car parks are fit for purpose, and to make recommendations to relevant Committees.
 - To investigate additional capacity in car parks across the borough
 - To assess current car park infrastructure and usage

2. To discuss a short, medium and long term car park strategy which can then be included in Epsom & Ewell's Parking Strategy.
 - Establish the views of business stakeholders
 - Establish the views of hard to reach groups

3. To assess the safety, ease of use and value for money for car park users whilst considering the economic vitality of Epsom & Ewell.
 - To examine fees & charges for onward discussion
 - To look at permit feasibility options including workers/commuters/residents
 - To investigate car park safety awards
 - Advertising

4. To facilitate opportunities for parking and revenue from external factors such as
 - The extension of schools or their parking requirements (Ewell Grove School Extension/Epsom Primary School)
 - Future parking options for EEBC non-tariff car parks

5. To undertake a service review of parking

Decision Making

Reports and recommendations from the Group will need to be presented through the Committee process to the Environment Committee and potentially the Strategy & Resources Committee, depending on the nature of the item.

Membership

The membership agreed at the Environment Committee comprised 5 members as set out below. Officers will provide support as listed. Stakeholders will be consulted and then invited to attend meetings, if appropriate.

**ENVIRONMENT COMMITTEE
21 JANUARY 2016**

Councillors:	Michael Arthur
	John Beckett
	Neil Dallen
	Robert Geleit
	Jane Race
Officers:	Richard Chevalier
	Alanna Coombes
	Michael Smith
	Joy Stevens
	Christine Tyne

Frequency & Timing of Meetings

To be agreed at the first meeting.

4 Financial and Manpower Implications

4.1 None for the purposes of this report.

4.2 **Chief Finance Officer's comments:** There are no direct financial implications contained in this report. The Car Parking Working Group will liaise with officers when necessary whilst investigating possibilities and options for the future.

5 Legal Implications (including implications for matters relating to equality)

5.1 None for the purposes of this report.

5.2 **Monitoring Officer's comments:** None for the purposes of this report.

6 Sustainability Policy and Community Safety Implications

6.1 None for the purposes of this report.

7 Partnerships

7.1 None for the purposes of this report.

8 Risk Assessment

8.1 None for the purposes of this report.

9 Conclusion and Recommendations

9.1 To note and approve the proposed Terms of Reference for the Car Parking Working Group requested to be brought back to this meeting of the Environment Committee.

WARD(S) AFFECTED: All