

CAR PARK WORKING GROUP

Head of Service:	Rod Brown, Head of Housing & Community
Report Author	Richard Chevalier
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Terms of Reference

Summary

This report seeks agreement on continuation of the car park working group for 2026/27 and to agree the terms of reference for the group.

Recommendation (s)

The Committee is asked to:

- (1) Agree to the continuation of a Car Parking Working Group (CPWG)**
- (2) Approve the Terms of Reference for the Car Park Working Group as set out in Appendix 1**
- (3) Agree to appoint members to the working group as set out at section 4.1 below.**
- (4) To authorise the Chair of the Environment Committee (Chair of CPWG) and in their absence the Vice Chair of the Environment Committee to invite councillors, stakeholders and officers to the car park working group as required.**

1 Reason for Recommendation

- 1.1 The current CPWG term has expired and therefore it needs to be renewed to continue operating.

Environment Committee

23 June 2026

2 Background

- 2.1 The CPWG is a subgroup of the Environment Committee. Where this Committee wishes to establish a working group each municipal year, this Committee is invited to consider and approve its establishment and its terms of reference for the year ahead.
- 2.2 The CPWG has previously examined the Council's car parking arrangements and made recommendations to this Committee.
- 2.3 The membership and terms of reference for the CPWG were agreed for the last municipal year at the Environment Committee on 24th June 2025. These arrangements ended at the start of the new municipal year.

3 Terms of reference

- 3.1 The draft terms of reference set out the proposed role for the CPWG and the membership of the group and are set out in Appendix 1. Apart from updating the membership and to cover the current municipal year, these terms of reference remain unchanged from those agreed last year.

4 Membership

- 4.1 The Environment Committee is asked to appoint the following members to the CPWG:
 - The Chair of the Environment Committee (to preside as Chair of the working group) – Councillor Liz Frost
 - The Vice-Chair of the Environment Committee – Councillor Alan Williamson
 - 2 Residents' Association Group members of the Environment Committee – TBC
 - 2 Minority Group Members of the Environment Committee (TBC)
- 4.2 Nominations have been received from all three minority groups for the two places available. Therefore, the Committee will need to decide its membership unless there is a withdrawal.

5 Risk Assessment

Legal or other duties

5.1 Equality Impact Assessment

- 5.1.1 No issues arising from this report.

Environment Committee

23 June 2026

5.2 Crime & Disorder

5.2.1 No issues arising from this report

5.3 Safeguarding

5.3.1 No issues arising from this report

5.4 Dependencies

5.4.1 None

5.5 Other

5.5.1 None

6 Financial Implications

6.1 **Section 151 Officer's comments:** It is important that the Council consider the level of parking fees and charges in their car parks. There are no financial implications arising from the proposed amendments to the Working Group Terms of Reference.

7 Legal Implications

7.1 **Legal Officer's comments:** the Working Group has no decision-making powers but it will report its recommendations and views to the Environment Committee where necessary.

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged:

Effective Council / Opportunity and Prosperity

8.2 **Service Plans:** Car parking is an important element of the Council's financial strategy and providing support to its town centres.

8.3 **Climate & Environmental Impact of recommendations:** The Borough's car parks have a role to play in the climate change action plan, linking with actions to encourage more sustainable transport options and implementing public electric charging points in Council operated Car Parks. Consideration could also be given to investigating the feasibility of our car parks for solar canopies.

8.4 **Sustainability Policy & Community Safety Implications:** None

8.5 **Partnerships:** The Borough car parks are designed to support local businesses and retailers.

8.6 **Local Government Reorganisation Implications:** None.

Environment Committee

23 June 2026

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Car Park Working Group Terms of Reference – 24 June 2025

Other papers:

None

- n/a